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ABSTRACT

One of thirteen individualized courses included in a marketing curriculum, this course is on the fundamentals of operating a cash register. The course is comprised of four units: (1) Face of Cash Register, (2) Operating a Checkout Station, (3) Checker-Cashier Qualities, and (4) NCR 250 Electronic Cash Register. Each unit begins with a Unit Learning Experience Guide that gives directions for unit completion. The remainder of each unit consists of Learning Activity Packages (LAP) that provide specific information for completion of a learning activity. Each LAP is comprised of the following parts: objective, evaluation procedure, resources, procedure, supplemental sheets, study guide, and a LAP test with answers. The course is preceded by a pretest which is designed to direct the student to units and performance activities. (LRA)

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ED197170

MOUNTAIN PLAINS LEARNING EXPERIENCE GUIDE:

Marketing.

Course : Cash Register Operation.

CE 027 800

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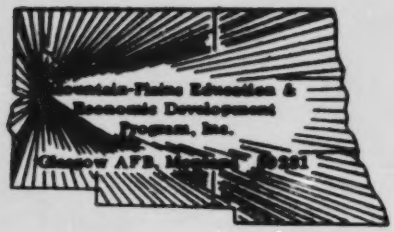


COURSE POST TEST : CASH REGISTER OPERATION

27.05.01.01.

1. The most universal method of recording sales transactions is the:

   a. cash register.
   b. calculator.
   c. adding machine.
   d. abacus.

2. The amount keys record the:

   a. salesperson keys.
   b. amount of the purchase.
   c. amount of sales in a department.
   d. transaction whether charge, received-on-account or paid-out.

3. The transaction keys classify such transactions as:

   a. non-taxable.
   b. department.
   c. no sale.
   d. cash, paid-out or received on account.

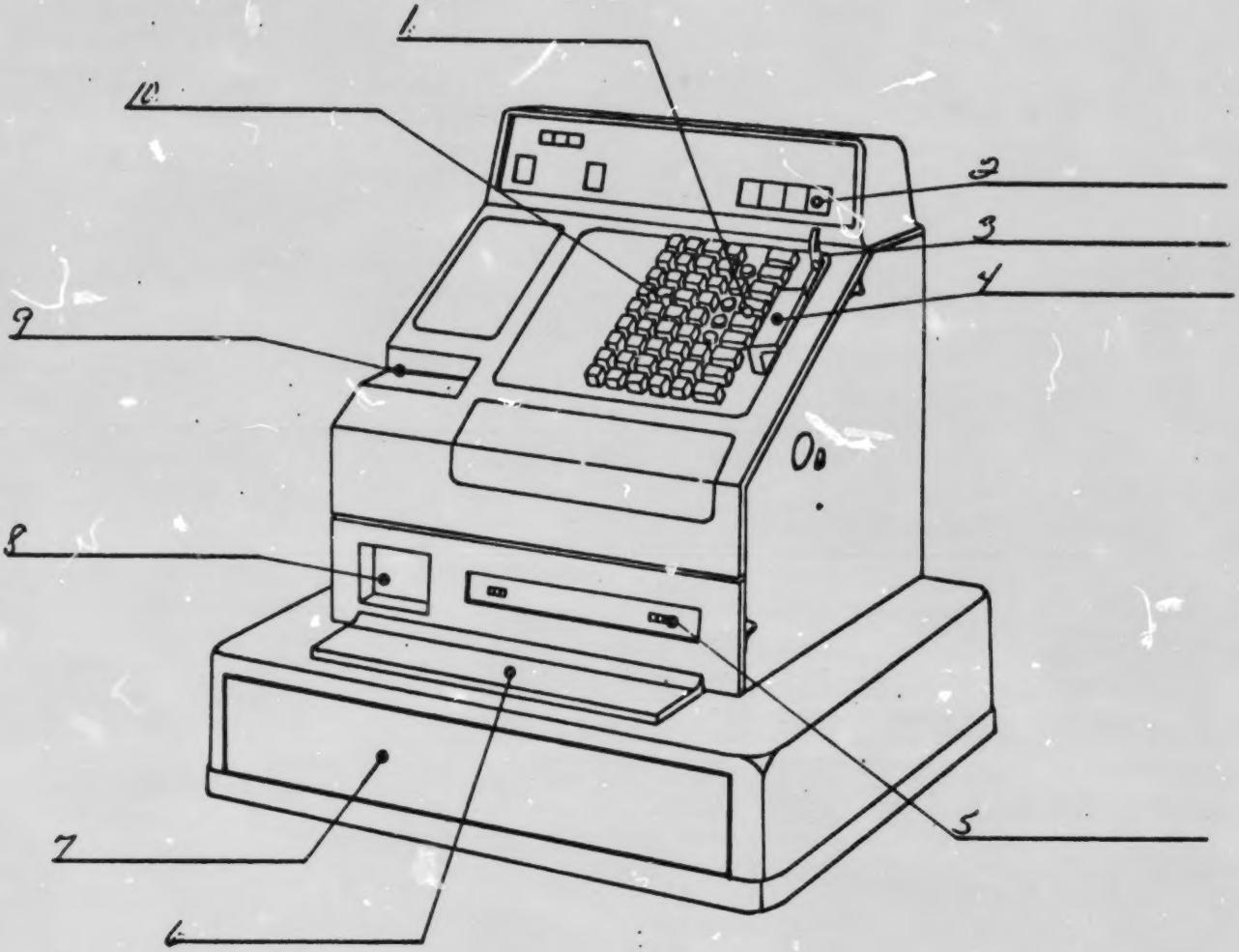
The following questions refer to the illustration on the following page.

4. Which of the following identifies item #1?

   a. key release
   b. amount keys
   c. department keys
   d. sales journal

5. Which of the following identifies item #9?

   a. activity counter
   b. sales journal
   c. receipt tape
   d. indication


1
10
2
3
4
9
8
5
7
6

27.05.01.02

6. The system of cash register operation that enables the checker/cashier to operate the cash register without looking at the keyboard is:

   a. the memory system.
   b. the touch system.
   c. the blind system.
   d. the location system.

7. The Home keys are:

   a. 60¢ key, 5¢ key, 1¢ key.
   b. 10¢ key, 6¢ key, 50¢ key.
   c. 10¢ key, 60¢ key, 5¢ key.
   d. 10¢ key, 50¢ key, 1¢ key.

8. The largest group of keys is operated by:

   a. index finger.
   b. second finger.
   c. thumb.
   d. third finger.

9. After each registeration the checker/cashier returns to the:

   a. third finger key.
   b. thumb keys.
   c. second finger key.
   d. home keys.

10. The second finger area contains which of the following keys?

   a. 10¢ through 50¢.
   b. 1¢ through 9¢ .
   c. 5¢ through 9¢.
   d. 5¢ through 50¢.

27.05.01.03.

11. The index finger area contains which of the following keys?

    a. 50¢ to 90¢ keys, $5.00 to $9.00 keys and $50.00 to $90.00 keys.
    b. 5¢ through 9¢.
    c. 1¢ to 4¢ key.
    d. $10.00 to $40.00.

12. The variation for ringing up 88¢ is done using which fingers?

    a. thumb and index finger
    b. thumb and second finger
    c. index finger and second finger
    d. thumb

13. When the price of an item is 11¢, 22¢ or 33¢, both keys are depressed by what finger?

    a. index finger and second finger
    b. thumb and second finger
    c. thumb
    d. thumb and index finger

14. When the first digit of an item is larger than the second digit, the first digit is depressed by:

    a. the index finger.
    b. the thumb.
    c. the second finger.
    d. the third finger.

15. When the first digit of an item is larger than the second digit, the second digit is depressed by:

    a. the second finger.
    b. the index finger.
    c. the thumb.
    d. the third finger.

27.05.01.04.

16. The correct use of department keys is essential for:

    a. the inventory count.
    b. customer knowledge.
    c. the stores' bookkeeping system.
    d. none of the above.

17. The department keys are operated by:

    a. home fingers.
    b. pressing motor bar.
    c. just the index finger.
    d. just the second finger.

18. Transaction keys classify sales such as:

    a. the amount of each item.
    b. grocery, produce, apparel and books.
    c. cash, charge, paid out and received-on-account.
    d. running totals.

19. Reading totals of the salesperson, department, and transaction keys provides management with:

    a. net profit.
    b. running inventory.
    c. exact inventory.
    d. permanent record for each day.

20. Why do many stores have a policy of taking several "readings" throughout the day?

    a. to make sure correct procedures for ringing a sale are done.
    b. it helps in scheduling checker/cashiers.
    c. to check how much money has been taken in.
    d. for permanent records.

27.05.01.05.

21. When is the operating crank used:

    a. just the older cash registers use them for ringing up a sale.
    b. when the register keys are recording.
    c. during power failure.
    d. there isn't such a thing as an operating crank.

22. The motor bar or power penny can serve as a/an:

    a. operating crank.
    b. automatic repeat.
    c. taxable sales key.
    d. transaction key.

23. The inside parts of a cash register are:

    a. cash drawer and change plate.
    b. indication, sales journal.
    c. detail audit tape, receipt tape, and counters.
    d. read and resetting totals.

24. When colored streaks appear on the receipt tape or detail audit tape, these tapes should:

    a. indicate the beginning of a new roll.
    b. indicate register be rung out.
    c. be replaced immediately.
    d. indicate the middle of a detail tape or receipt tape.

25. The date-setting mechanism tells:

    a. just the week and year.
    b. week.
    c. just the month and day.
    d. the day, month, and year.

27.05.02.01.

26. What determines whether a customer will return to a store?

a. friendliness and skill of checker/cashier
b. variety of the store.
c. the store location
d. competitive prices

27. When checking large bulky items, the order for ringing them up is:

a. to check them as they are placed on the counter.
b. to check them last.
c. to check them first.
d. none of the above.

28. What is done to assure accuracy when ringing a customers' order?

a. the right hand is placed on each item.
b. the left hand is placed on each item when rung and moved down the counter.
c. the item is bagged after ringing each item.
d. the price is called out loud.

29. When an amount or departmental error occurs, the checker does what?

a. gives the customer credit for error.
b. corrects error after ringing all merchandise.
c. corrects error immediately.
d. rings the whole sale over.

30. A credit summary form is:

a. a record of corrections and paid-outs made weekly.
b. a record of accounts paid or credited.
c. a daily record of correction and refunds.
d. a record of charges or received on account payments.

27.05.02.02.

31. In what order is money received during the day placed in the register?

    a. proper compartment with faces of bills down.
    b. proper compartment with faces of bills up.
    c. right to left with proper compartment.
    d. right to left with bills face down.

32. Using the least possible amount of coins and currency, which of the following change is given for $10.98 if the amount tendered is $15.03?

    a. one nickel, and four one dollar bills.
    b. 2 pennies, and four one dollar bills.
    c. 2 pennies, and one five dollar bill.
    d. one nickel, and one five dollar bill.

33. Using the least possible amount of coins and currency, which of the following change is given for $1.78 if the amount tendered is $100.00?

    a. 2 pennies, 2 dimes, 3 one dollar bills, one five dollar bill, two twenty dollar bills, and one fifty dollar bill.
    b. 3 pennies, 4 nickels, 3 one dollar bills, one five dollar bill, one ten dollar bill, and four twenty dollar bills.
    c. 2 pennies, 2 dimes, 3 one dollar bills, one five dollar bill, one ten dollar bill, and 4 twenty dollar bills.
    d. 2 pennies, 2 dimes, 3 one dollar bills, one five dollar bill, 3 ten dollar bills, one twenty dollar bill and one fifty dollar bill.

34. Using the least possible amount of coins and currency, which of the following change is given for $2.56 if the amount tendered is $10.01?

    a. 4 pennies, one nickel, one dime, one quarter, 2 one dollar bills, and one five dollar bill.
    b. 4 pennies, one nickel, one quarter, 2 one dollar bills and one five dollar bill.
    c. 3 dimes, 1 quarter, 2 one dollar bills, and one five dollar bill.
    d. 2 dimes, 1 quarter, 2 one dollar bills, and one five dollar bill.

35. A credifier is used to:

    a. check credit rating.
    b. check if money is counterfeit.
    c. issue payroll check.
    d. approve checks.

27.05.02.03.

36. What type of identification is not accepted for cashing checks?

a. Social Security card.
b. Master Charge card.
c. Naturalization card.
d. American Express card.

37. The first item checked on a coupon is:

a. product being sold.
b. expiration date.
c. size of product.
d. manufacturer.

38. The raincheck allows the customer to:

a. purchase more than one item in stock.
b. purchase a comparable item of the sa[illegible]rice.
c. have first choice on certain items in s[illegible].
d. purchase the item at a later date for t[illegible]le price.

27.05.02.04.

39. Of the following which is the last procedur[illegible]e checker/cashier will accomplish at the end of the day?

a. proof of cash.
b. checks and balances.
c. change funding.
d. credit summary.

40. Milk and other cold items are placed where in the sack?

a. on bottom, center of sack.
b. on bottom, side of sack for base.
c. on top, side of sack.
d. top center of load.

27.05.03.01.

41. The customer's first impression is based on what?

    a. your accuracy and speed in ringing up merchandise.
    b. your answers.
    c. your skill.
    d. your personal appearance.

42. Which of the following is not a social quality?

    a. courtesy
    b. loyalty
    c. tact
    d. a good sense of humor

43. Needless movements of any part of the body, exaggerated gestures, or habitual nervous motions are called:

    a. speech mannerisms.
    b. mannerisms.
    c. character qualities.
    d. social qualities.

44. Which of the following ways is returned spoiled merchandise handled best?

    a. cannot exchange or refund money.
    b. refund money immediately.
    c. the merchandise is replaced with good merchandise.
    d. accept returns if regular customer.

45. In most stores, a liberal return policy is promoted as one of the stores:

    a. customer services.
    b. loss leaders.
    c. promotions.
    d. selling points.

27.05.03.02.

46. What is the first area that store security revolves around?

    a. selling floor
    b. check stand
    c. customer safety
    d. floor exits

47. When can checker/cashiers apprehend a shoplifter?

    a. after leaving the store.
    b. as the shoplifter goes to the exit.
    c. after the shoplifter has gone through check out stand
    d. as soon as they see them conceal item

48. A change bluffer is a person who:

    a. tries to confuse cashier while making change.
    b. drops change on floor.
    c. states he tendered a larger bill than he really did.
    d. divides larger bills and glues on smaller bill.

49. What is the correct way to handle a change bluffer?

    a. refer him to store manager.
    b. take name and address and amount he says he tendered
    c. balance till
    d. give him money

50. Who is responsible for what happens at your checkout station when ringing up merchandise?

    a. cashier that station is assigned to
    b. manager
    c. security and checkout
    d. security, manager, and cashier

COURSE TEST ANSWER SHEET

Occupational Area:
File Code: PRE & POST
Name: 27.05.00.00 A2-2
Family Pay Number

Sex M F (Circle 1)

ANSWERS

0501

1. A
2. B
3. D
4. C
5. C

02

6. B
7. B
8. C
9. D
10. C

03

11. A
12. C
13. C
14. A
15. C

04

16. C
17. A
18. C
19. D
20. B

05

21. C
22. B
23. C
24. C
25. D

0502

26. A
27. C
28. B
29. C
30. C

02

31. B
32. A
33. A
34. D
39. D

03

36. A
37. B
38. D

04

35. A
40. D

0503

41. D
42. B
43. B
44. C
45. A

02

46. A
47. A
48. C
49. B
50. A
51.
52.
53.
54.
55.
56.
57.
58.
59.
60.

COURSE PRETEST ANSWER KEY: CASH REGISTER OPERATION

Occupational Area: _____
File Code: 27.05.00.00. A2-2
Name: _____

ANSWERS

27.05.01.01	1. A	_____	27.05.01.05	21. C	_____	27.05.03.01	41. D	_____
	2. B	_____		22. B	_____		42. B	_____
	3. D	_____		23. C	_____		43. B	_____
	4. C	_____		24. C	_____		44. C	_____
	5. C	_____		25. D	_____		45. A	_____
27.05.01.02	6. B	_____	27.05.02.01	26. A	_____	27.05.03.02.	46. A	_____
	7. B	_____		27. C	_____		47. A	_____
	8. C	_____		28. B	_____		48. C	_____
	9. D	_____		29. C	_____		49. B	_____
	10. C	_____		30. C	_____		50. A	_____
27.05.01.03	11. A	_____	27.05.02.02.	31. B	_____		51.	_____
	12. C	_____		32. A	_____		52.	_____
	13. C	_____		33. A	_____		53.	_____
	14. A	_____		34. D	_____		54.	_____
	15. C	_____		35. D	_____		55.	_____
27.05.01.04	16. C	_____	27.05.02.03.	36. A	_____		56.	_____
	17. A	_____		37. B	_____		57.	_____
	18. C	_____		38. D	_____		58.	_____
	19. D	_____	27.05.02.04	39. A	_____		59.	_____
	20. B	_____		40. D	_____		60.	_____

COURSE POST TEST ANSWER KEY: CASH REGISTER OPERATION

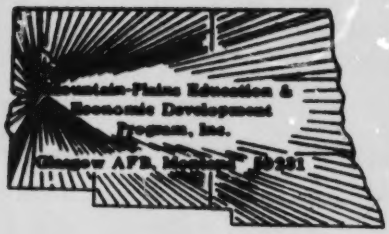
Occupational Area: _____
File Code: 27.05.00.00. A2-2
Name: _____

ANSWERS

27.05.01.01	1. A	_____	27.05.01.05	21. C	_____	27.05.03.01	41. D	_____
	2. B	_____		22. B	_____		42. B	_____
	3. D	_____		23. C	_____		43. B	_____
	4. C	_____		24. C	_____		44. C	_____
	5. C	_____		25. D	_____		45. A	_____
27.05.01.02	6. B	_____	27.05.02.01	26. A	_____	27.05.03.02.	46. A	_____
	7. B	_____		27. C	_____		47. A	_____
	8. C	_____		28. B	_____		48. C	_____
	9. D	_____		29. C	_____		49. B	_____
	10. C	_____		30. C	_____		50. A	_____
27.05.01.03	11. A	_____	27.05.02.02.	31. B	_____		51.	_____
	12. C	_____		32. A	_____		52.	_____
	13. C	_____		33. A	_____		53.	_____
	14. A	_____		34. D	_____		54.	_____
	15. C	_____		35. D	_____		55.	_____
27.05.01.04	16. C	_____	27.05.02.03.	36. A	_____		56.	_____
	17. A	_____		37. B	_____		57.	_____
	18. C	_____		38. D	_____		58.	_____
	19. D	_____	27.05.02.04	39. A	_____		59.	_____
	20. B	_____		40. D	_____		60.	_____

Student: _____ File Code: 27.05.01.00.A1-5
27.05.02.00.A1-5
27.05.03.00.A1-5

Date: _____ Date Published: 11/14/74



Family Pay Number: _____ Sex: M F (Circle 1)

UNIT PERFORMANCE TEST: FACE OF CASH REGISTER/OPERATING CHECKOUT STATION/CHECKER-CASHIER QUALITIES

OBJECTIVE 1:

Prepare cash register for beginning the day.

OBJECTIVE 2:

Prepare check stand for business.

OBJECTIVE 3:

Complete 8 different sales transactions.

OBJECTIVE 4:

Prepare cash register for ending the day.

OBJECTIVE 5:

Choose the recommended procedures for a given problem.

TASK:

The student will be asked to change the receipt tape, detail audit tape, and date. He will count out a change fund of $100. He must complete 8 transactions using correct procedures.

ASSIGNMENT:

CONDITIONS:

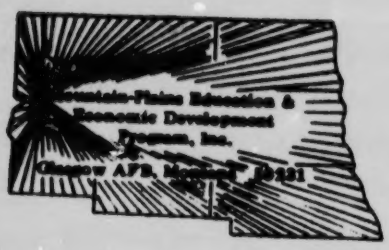
The student may not use any references. He may not receive any help from the instructor or other students. He must use only those resources provided and the test must be completed in 30 minutes.

RESOURCES:

Cash Register
Receipt tape
check endorser
play money
detail audit tape
charge slip + machine
overcharge slip
Refund slip
layaway slip

Student: _____ File Code: 27.05.01.00.A1-5
27.05.02.00.A1-5
27.05.03.00.A1-5

Date: _____ Date Published: 11/14/74



Family Pay Number: _____ Sex: M F (Circle 1)

PERFORMANCE CHECKLIST:

OVERALL PERFORMANCE: Satisfactory_____ Unsatisfactory_____

	CRITERION Met	Not Met
Objective 1:		
1. Load receipt.		
2. Load detail audit tape		
3. Count charge fund, leaving $100.		
4. Change date for correct day.		
Criterion: Conformance to instructor criterion key.		
Objective 2:		
5. Clean off checkout stand.		
6. Post ads		
Criterion: Conformance to instructor criterion key.		
Objective 3:		
7. Complete a charge sale.		
8. Complete a layaway sale.		
9. Complete a refund.		
10. Complete a sales transaction with a personal check.		

(Checklist continued)

27.05.01.00.A1-5
27.05.02.00.A1-5
27.05.03.00.A1-5

	CRITERION	
	Met	Not Met
11. Complete an overcharge sale.		
12. Complete 3 sales, giving change.		
Criterion: Conformance with instructor criterion key.		
Objective 4:		
13. Count $100 in change fund.		
14. Set date for following day.		
15. Reset cash register totals.		
Criterion: Conformance with instructor criterion key.		
Objective 5:		
16. Select proper size receipt tape and audit tape.		
17. Select proper forms for completing each transaction.		
Criterion: Conformance with instructor criterion key.		
Objective 6:		
18. Complete test in 30 minutes.		
Criterion: Test finished in time allotted.		
The student must satisfactorily complete 16/18 line items		
to receive an overall score of satisfactory.		

INSTRUCTOR CRITERION KEY

OBJECTIVE 1:

1. Instructor will inspect the procedure when loading receipt tape.
2. Instructor will inspect the procedure when loading tape.
3. Instructor will recount change fund for correct amount in cash drawer.
4. Instructor will inspect the date for correct date.

OBJECTIVE 2:

5. Checkout stand must be cleaned off with no merchandise on it.
6. Ads and price lists posted at checkout stand.

OBJECTIVE 3:

7. Complete a charge sale:

   a. Correctly ring items, subtotal, ask if anything else, ask if charge or cash.
   b. Use proper form.
   c. Fill out correct date, list all items, ask for customer's signature, compare signatures.
   d. Check charge slip for legible printout.
   e. Ring charge sale.
   f. Place form under cash drawer (first giving copy to customer).
   g. Give receipt tape and bagged merchandise.

8. Complete Layaway sale:

   a. Cashier will fill out proper form correctly.
   b. Ring up amount paid on merchandise and use correct procedure when handling change.
   c. Give complete instructions about payments, time allowed on layaways, form needed to pick up layaway.
   d. Bag merchandise and place proper form on merchandise.

9. Complete Refund:

   a. Ask customer for receipt of merchandise.
   b. Use proper form for refund: if customer wants money back; if not, exchange goods; if difference in goods, ring -up remaining amount or give refund for difference in price if more or less money per attached example.
   c. Sack merchandise if necessary.
   d. Place refund slip under cash drawer.

10. Complete a sales transaction with a personal check:

    a. Ring merchandise in correct department.
    b. Call out total.
    c. Ask for proper identification: driver's license, credit cards, passport, bank cards.

INSTRUCTOR CRITERION KEY (Continued)

d. Inspect check for correctness.
e. Place on charge plate.
f. Count out change to self if check is for more.
g. Recount change to customer
h. Check placed in proper compartment in cash drawer.
i. Give customer receipt.
j. Bag merchandise.
k. Thank customer.

11. Complete an overcharge sale:

a. Fill out overcharge for amount overcharged.
b. Customer signs it.
c. Checker corrects error on customer's sales receipt.
d. Checker corrects error on detail audit tape.
e. Subtracts error from total.

12. Complete 3 sales giving change:

a. Greets customer.
b. Separates taxable items.
c. Rings items up using correct department. Calls out prices and moves items down counter with left hand.
d. Subtotals sale.
e. Asks if anything else is needed, then calls out amount.
f. States amount tendered, places on change plate.
g. Totals sale.
h. Counts change to self out loud.
i. Counts change to customer.
j. Gives receipt to customer or puts in bag when bagging merchandise.
k. Thanks customer.

OBJECTIVE 4:

13. Counts change in change drawer leaving $100. Instructor will recount for correct amount. Money from the day's sales is placed in money bag.

14. Instructor will inspect date for correct date.

15. Instructor will inspect detail and receipt tape for all totals.

16. Instructor will inspect tapes being used in register.

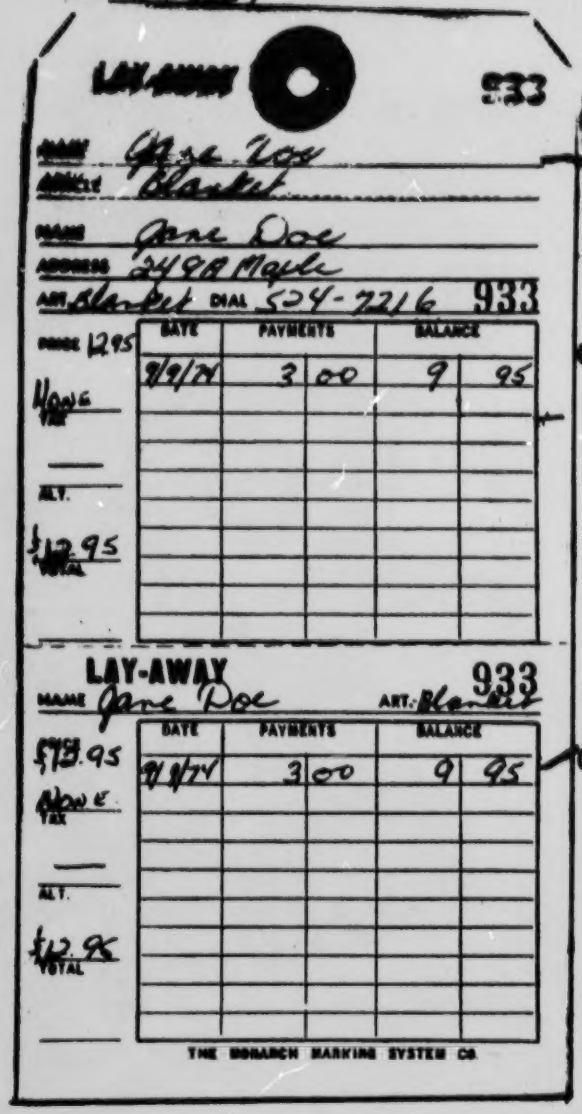
17. Instructor will inspect all forms used for charges, layaways, refunds, and overcharges for correctness.

18. Will complete all tasks in 30 minutes.

27.05.01.00.A1-5
27.05.02.00.A1-5
27.05.03.00.A1-5

INSTRUCTOR CRITERION KEY (Continued)

LAY-AWAY SLIP:



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CUSTOMER'S COPY

27.05.01.00.A1-5
27.05.02.00.A1-5
27.05.03.00.A1-5

INSTRUCTOR CRITERION KEY (Continued)

OVERCHARGE SLIP:

MOUNTAIN-PLAINS RECEIPT OF

REFUND Amount of_____
DISCOUNT Amount of_____
(OVERCHARGE) Amount of 20¢
VOID Amount of_____
DATE 9/9/74
hit wrong key.

Customer Jane Doe
Cashier Ryan Mgr._____

REFUND SLIP:

MOUNTAIN-PLAINS RECEIPT OF

(REFUND) Amount of 45¢
DISCOUNT Amount of_____
OVERCHARGE Amount of_____
VOID Amount of_____
DATE 9/9/74
wrong size stock
sheet.

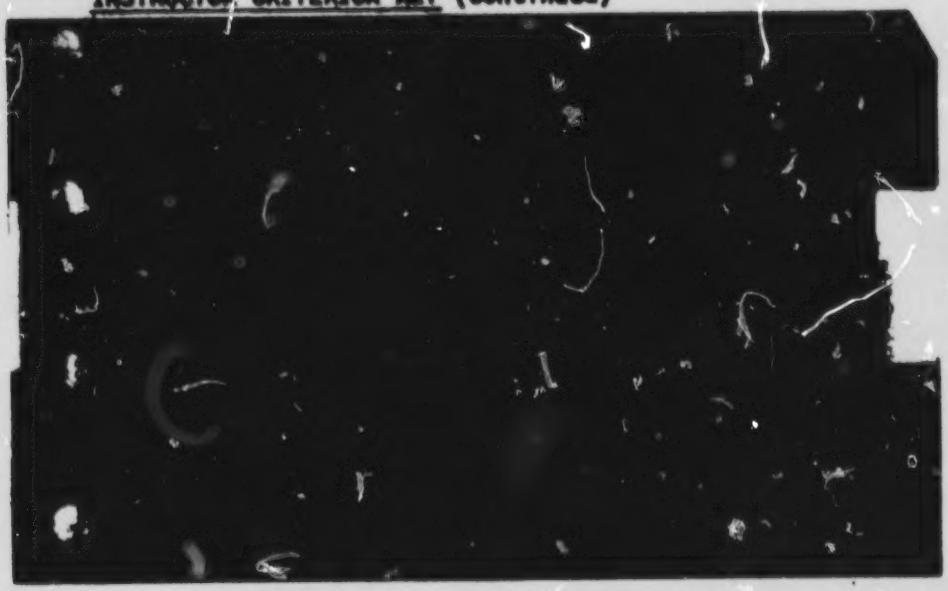
Customer Jane Doe
Cashier (RE) Mgr._____

INSTRUCTOR CRITERION KEY (Continued)

SALES DRAFT:

(1st copy: customer)

(2nd and 3rd copies: to be placed under cash drawer)



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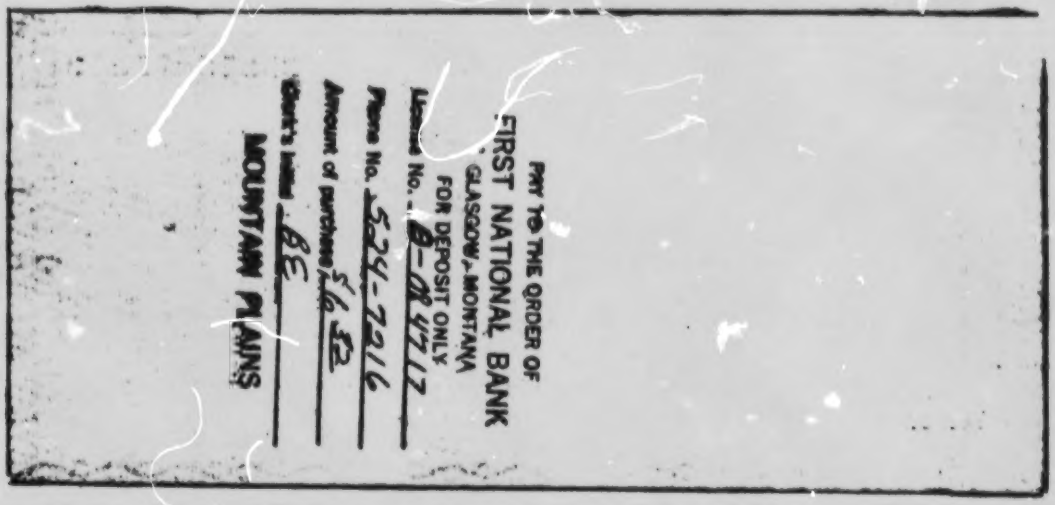

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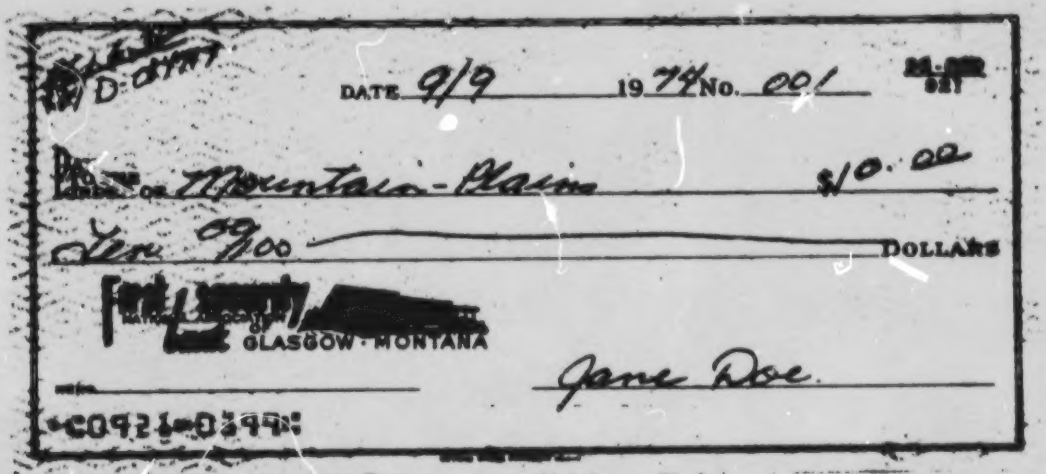
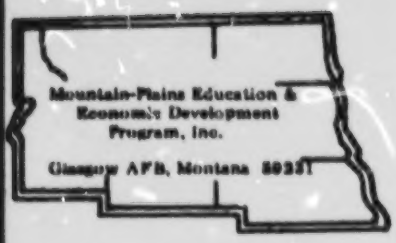


File Code: 27.05.01.00.A2-1

Date Published: 4/14/75



Learning Experience Guide

UNIT: FACE OF CASH REGISTER

RATIONALE:

A checker/cashier must know and be able to perform the different procedures and techniques as well as develop skill at the cash register.

PREREQUISITES:

The prerequisites in this unit are:

a. reading at J level as measured by the Foundation Education Department.
b. math skills at H level as measured by the Foundation Education Department.
c. use of both hands.

OBJECTIVES:

Perform skillfully and accurately the various cash register procedures and techniques.

RESOURCES:

Printed Materials:

Checker/Cashier, Edison Mills, 1969.
Brochure on NCR Cash Register #24-366 NCR.

Audio/Visuals:

Filmstrip: "Modern Cashiering Made Easy," Merchandise Film Productions.

Equipment:

Cash Register
Audio/Visual Equipment

Principal Author(s): B. Egan

GENERAL INSTRUCTIONS:

The procedures the student follows at the unit level include:

a. completion of pretest.
b. placement and assignment based on the pretest results.
c. student agreement on starting point in unit.
d. completion of assigned LAPs and LAP tests.
e. completion of unit contents and unit tests.

PERFORMANCE ACTIVITIES:

.01 Principal Functions of Keys
.02 Home Key and Thumb Area
.03 Second Finger Area and Index Finger Area
.04 Department Transaction Keys
.05 Inside the Cash Register

EVALUATION PROCEDURE:

Complete an instructor-scored multiple-choice test with 80% accuracy.
Complete a performance test according to the criteria listed on the test.

FOLLOW-THROUGH:

Go to the first assigned LAP.

UNIT PRETEST ANSWER KEY: FACE OF CASH REGISTER

LAP

01	1.	C
	2.	C
	3.	D
	4.	B
	5.	B
02	6.	B
	7.	B
	8.	C
	9.	D
	10.	C
03	11.	A
	12.	C
	13.	C
	14.	D
	15.	A
04	16.	C
	17.	A
	18.	C
	19.	D
	20.	B
05	21.	C
	22.	C
	23.	D
	24.	A
	25.	D

File Code: 27.05.01.01.A2-0

Date Published: 3/18/75

Mountain-Plains Education & Economic Development Program, Inc.
(Hangow AFB, Montana 59231)

Learning Activity Package

Student: _____

Date: _____

PERFORMANCE ACTIVITY: Principal Functions of Keys

OBJECTIVE:

Identify the cash register keyboard and what each key does: the sales person keys, amount keys, department keys, transaction keys, correction key and balance due key.

EVALUATION PROCEDURE:

Complete a student-scored multiple choice test. Successful completion is eight out of ten items.

RESOURCES:

Checker/Cashier, Edison and Mills, 1969.
Cash Register.
Brochure on NCR Cash Register #24-366.
Filmstrip: "Modern Cashiering Made Easy", Merchandise Film Productions.

PROCEDURE:

1. Obtain a copy of the text from the instructor; go to study area.
2. View filmstrip; return equipment.
3. Read pages 6 through 13. Approach cash register at any time. Compare keys with brochure.
4. When you feel you are ready, take the LAP test. Follow instructions on the test.
5. When the test is complete, correct errors.
6. If successful, advance to the next LAP.
7. If not successful, redo steps 1-4.

NOTE: View illustrations 5 through 21 carefully.

Principal Author(s): B. Egan

Student: _____ File Code: 27.05.01.01. A2-2

Date: _____ Date Published: 7/25/74

LAP TEST: PRINCIPAL FUNCTIONS OF KEYS

1. The salesperson's key is printed on the:

   a. receipt tape and audit tape.
   b. indication.
   c. extension counter.
   d. tax flash.

2. The Department Keys record the merchandise by department, as it is being:

   a. taxed.
   b. totaled.
   c. sub-totaled.
   d. rung up.

3. Currency tendered by the customer should be:

   a. placed on the cash drawer.
   b. placed on the counter.
   c. held by cashier.
   d. placed on the change plate.

4. The no-sale key is used for:

   a. a paid out transaction.
   b. ringing up a received on accout payment.
   c. opening cash drawer without a transaction.
   d. correcting the wrong keys.

5. The correct arrangement for the cash drawer is:

   a. $1, $5, $10, $20, halves, quarters, dimes, nickels, and pennies, with bills face up.
   b. $20, $10, $5, $1, halves, quarters, dimes, nickels, and pennies with bills face up.
   c. $1, $5, $10, $20, pennies, nickels, dimes, quarters, and halves, with bills face up.
   d. $20, $10, $5, $1, pennies, nickels, dimes, quarters, halves.

The following questions refer to the illustration on the next page.

6. Which item # identifies the activity counter?

   a. 6
   b. 5
   c. 8
   d. 2

7. Identify item #10.

   a. Activity counter
   b. Department keys
   c. Indication
   d. Amount keys

8. Which item # identifies the sales journal window?

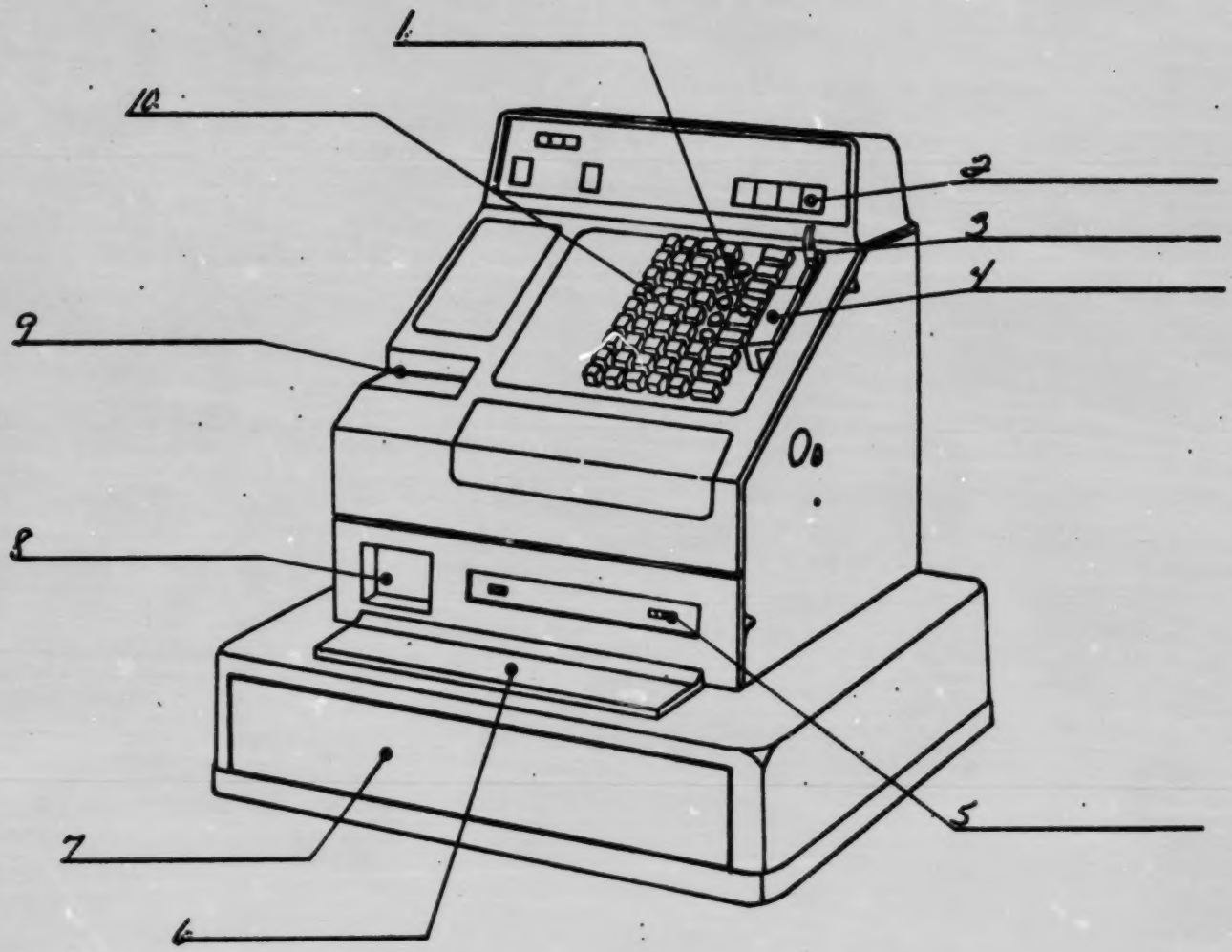
   a. 5
   b. 2
   c. 8
   d. 9

9. Which of the following identifies item #4?

   a. Key release
   b. Motor bar
   c. Department key
   d. Amount key

10. Identify item #6.

   a. Cash drawer
   b. Change plate
   c. Sales journal
   d. Activity counter


1
10
2
3
4
9
8
5
7
6

LAP TEST ANSWER KEY: PRINCIPAL FUNCTIONS OF KEYS

1. A
2. D
3. D
4. C
5. B
6. B
7. D
8. C
9. B
10. B

File Code: 27.05.01.02.A2-0

Date Published: 3/18/75

Mountain-Plains Education & Economic Development Program, Inc.
Havre AFB, Montana 59231

Learning Activity Package

Student: _____

Date: _____

PERFORMANCE ACTIVITY: Home Keys and Thumb Area

OBJECTIVE:

Identify home keys and thumb area; practice to develop skills in these areas.

EVALUATION PROCEDURE:

Complete a student-scored multiple choice test. Successful completion is eight out of ten items.

RESOURCES:

Checker/Cashier, Edison and Mills, 1969.
Cash Register.

PROCEDURE:

1. Obtain a copy of the text from the instructor; go to study area.
2. Read page 14. Perform drills on page 14 and 15, 1 through 9.
   Read page 15 and perform drills, page 15 and 16, 1 through 10.
3. Do project 3, on page 49 and 50, 1 through 9.
4. Do project 4, on pages 53 through 55, 1 through 11.
5. Put your name on your tapes, staple together and hand to the instructor.
6. Take the combined LAP test after completion of LAP 27.05.01.03 "Second Finger Area and Index Finger Area."

Principal Author(s): B. Egan

File Code: 27.05.01.03.A2-0

Date Published: 3/18/75

Mountain-Plains Education & Economic Development Program, Inc.
Glasgow AFB, Montana 59231

Learning Activity Package

Student: _____

Date: _____

PERFORMANCE ACTIVITY: Second Finger Area and Index Finger Area

OBJECTIVE:

Identify second finger area and index finger area; practice to develop skills in these areas.

EVALUATION PROCEDURE:

Complete a student-scored multiple choice test. Successful completion is eight out of ten items.

RESOURCES:

Checker/Cashier, Edison and Mills, 1969.
Cash Register.

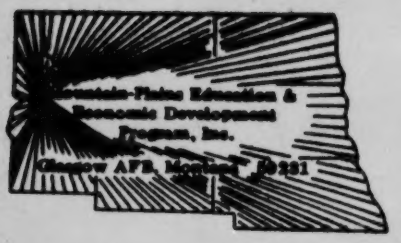
PROCEDURE:

1. Obtain a copy of the text from the instructor; go to study area.
2. Read pages 16 through 18. Perform drills on pages 17 and 18.
3. Do project 5 on page 57, 1 through 8.
4. Do project 6 on page 59 and 60, 1 through 10.
5. When finished, put name on tapes, staple together and hand to instructor for correction.
6. If you have completed this LAP and LAP 27.05.01.02 "Home Keys and Thumb Area," take the combined LAP test. Correct all errors.

Principal Author(s): B. Egan

Student: _____ File Code: 27.05.01.02. A2-2
27.05.01.03. A2-2

Date: _____ Date Published: 7/25/74



LAP TEST: HOME KEYS AND THUMB AREA/SECOND AND INDEX FINGERS

1. The system of cash register operation thathenables the checker/cashier to operate the cash register without looking at the keyboard is:

   a. the memory system.
   b. the touch system.
   c. the blind system.
   d. the location system.

2. The Home keys are:

   a. 60¢ key, 5¢ key, 1¢ key.
   b. 10¢ key, 6¢ key, 50¢ key.
   c. 10¢ key, 60¢ key, 5¢ key.
   d. 10¢ key, 50¢ key, 1¢ key.

3. The largest group of keys is operated by:

   a. index finger,
   b. second finger.
   c. thumb.
   d. third finger.

4. After each registeration the checker/cashier returns to the:

   a. third finger key.
   b. thumb keys.
   c. second finger key.
   d. home keys.

5. The second finger area contains which of the following keys?

   a. 10¢ through 50¢
   b. 4¢ through 9¢
   c. 5¢ through 9¢
   d. 5¢ through 50¢

6. The index finger area contains which of the following keys?

   a. 50¢ to 90¢ keys, $5.00 to $9.00 keys and $50.00 to $90.00 keys
   b. 5¢ through 9¢
   c. 1¢ to 4¢ key
   d. $10.00 to $40.00

7. The variation for ringing up 88¢ is done by using which fingers?

   a. thumb and index finger
   b. thumb and second finger
   c. index finger and second finger
   d. thumb

8. When the first digit of an item is smaller than the second digit, the first digit is depressed by:

   a. the third finger.
   b. the second finger.
   c. the index finger.
   d. the thumb.

9. When the first digit of an item is larger than the second digit, the first digit is depressed by:

   a. the index finger.
   b. the thumb.
   c. the second finger.
   d. the third finger.

10. When the first digit of an item is smaller than the second digit, the second digit is depressed by:

    a. the index finger.
    b. the thumb.
    c. the second finger.
    d. the third finger.

LAP TEST ANSWER KEY: HOME KEYS AND THUMB OVER/
SECOND AND INDEX FINGER

LAP

02
1. B
2. B
3. C
4. D
5. C

03
6. A
7. C
8. D
9. A
10. A

File Code: 27.05.01.04.A2-0

Date Published: 3/18/75

Mountain-Plains Education & Economic Development Program, Inc.
Glasgow AFB, Montana 59231

Learning Activity Package

Student: _____

Date: _____

PERFORMANCE ACTIVITY: Department Transaction Keys

OBJECTIVE:

Identify transaction keys and combine with thumb keys, second finger area, and index finger areas; practice to develop skills combining these areas.

EVALUATION PROCEDURE:

Complete a student-scored multiple choice test. Successful completion is eight out of ten items.

RESOURCES:

Checker/Cashier, Edison and Mills, 1969.
Cash Register.
NCR Cash Register Brochure, #24-366.

PROCEDURE:

1. Obtain a copy of the text from the instructor; go to study area.
2. Read page 19 through first column on page 24.
3. Do drills on page 20 through first column on page 21.
4. Do project 8 on pages 67 through 70.
5. Do project 9 on pages 71 through 74.
6. When finished, put your name on tapes, staple together, and hand to the instructor for correction.
7. When successful, proceed to the next LAP. The LAP test will be taken after LAP 27.05.01.05.

Principal Author(s): B. Egan

Student: _____ File Code: 27.05.01.04. A2-2
27.05.01.05. A2-2

Date: _____ Date Published: 7/25/74

LAP TEST: DEPARTMENT TRANSACTION KEY/
INSIDE THE CASH REGISTER

1. The correct use of department keys is essential for:

   a. the inventory count.
   b. customer knowledge.
   c. the stores' bookkeeping system.
   d. none of the above.

2. The department keys are operated by:

   a. home fingers.
   b. pressing motor bar.
   c. just the index finger.
   d. just the second finger.

3. Transaction keys classify sales such as:

   a. the amount of each item.
   b. grocery, produce, apparel and books.
   c. cash, charge, paidout and received on account.
   d. running totals.

4. Reading totals of the salesperson, department, and transaction keys provides management with:

   a. net profit.
   b. running inventory.
   c. exact inventory.
   d. permanent record for each day.

5. Why do many stores have a policy of taking several "readings" throughout the day?

   a. To make sure correct procedures for ringing a sale are done.
   b. It helps in scheduling checker/cashiers.
   c. To check how much money has been taken in.
   d. For permanent records.

6. When is the operating crank used?

   a. Just the older cash registers use them for ringing up a sale.
   b. When the register keys are recording.
   c. During power failure.
   d. There isn't such a thing as an operating crank.

7. How does the power penny speed up the checkout operation?

   a. If the item rung ends in a zero, it will automatically be registered.
   b. It is automatically rung into the register by pressing the motor bar.
   c. If the item rung ends in 1¢ to 9¢, it is automatically rung into the register as soon as the key is depressed.
   d. The power penny does not speed the checkout operation because it is only used during a power failure.

8. The motor bar or power penny can serve as a/an:

   a. operating crank.
   b. automatic repeat.
   c. taxable sales key.
   d. transaction key.

9. Activity counters allow for a quick check of:

   a. total amount of money received on account.
   b. total amount of money received.
   c. total amount of money paid out.
   d. sales classification.

10. The date-setting mechanism tells:

   a. just the week and year.
   b. week.
   c. just the month and day.
   d. the day, month, and year.

27.05.01.04. A2-2
27.05.01.05. A2-2

LAP TEST ANSWER KEY: DEPARTMENT TRANSACTION KEY/ INSIDE THE CASH REGISTER

LAP

04
1. C
2. A
3. C
4. D
5. B

05
6. C
7. C
8. B
9. D
10. D

UNIT POST TEST ANSWER KEY: FACE OF CASH REGISTER

LAP

01	1.	D
	2.	A
	3.	C
	4.	A
	5.	D
02	6.	B
	7.	B
	8.	C
	9.	D
	10.	C
03	11.	C
	12.	C
	13.	D
	14.	C
	15.	A
04	16.	C
	17.	A
	18.	C
	19.	D
	20.	B
05	21.	C
	22.	C
	23.	D
	24.	A
	25.	D

File Code: 27.05.01.05.A2-0

Date Published: 3/18/75

Mountain-Plains Education & Economic Development Program, Inc.
(Hagens AFB, Montana 59231)

Learning Activity Package

Student: _____

Date: _____

PERFORMANCE ACTIVITY: Inside the Cash Register

OBJECTIVE:

Identify the inside parts of the cash register; identify materials used inside cash register.

EVALUATION PROCEDURE:

Complete a student-scored multiple choice test. Successful completion is eight out of ten items.

RESOURCES:

Checker/Cashier, Edison and Mills, 1969.
Cash Register.
NCR Cash Register Brochure, #24-366.

PROCEDURE:

1. Obtain a copy of the text from the instructor; go to study area.
2. Read pages 21 through 26.
3. Review illustrations 26 through 29 carefully.
4. Using cash register and instruction booklet, review each part of the cash register.
5. Return the text to the instructor. Take the LAP test. Correct all errors.
6. Ask instructor for unit test; hand to instructor for correction.
7. When successful, proceed to the next unit.

Principal Author(s): B. Egan

Student: _____ File Code: 27.05.01.00. A2-2

Date: _____ Date Published: 7/25/74

UNIT PRETEST: FACE OF CASH REGISTER

27.05.01.01.

1. The maximum amount the amount keys will ring up is:

   a. $99,999.99
   b. $99.99
   c. $999,999.99
   d. $9,999,999.99

2. The no-sale key is used for:

   a. a paid out transaction.
   b. ringing up a received on account payment.
   c. opening cash drawer without a transaction.
   d. correcting the wrong keys.

The following questions refer to the illustration on the following page.

3. Identify item #10.

   a. activity counter
   b. department keys
   c. indication
   d. amount keys

4. Which of the following identifies item #4?

   a. key release.
   b. motor bar
   c. department key
   d. amount key

5. Which item # identifies the cash drawer?

   a. 6
   b. 7
   c. 5
   d. 8

1
6
2
3
4
9
8
5
7
4

27.05.01.02.

6. The system of cash register operation that enables the checker/cashier to operate the cash register without looking at the keyboard is:

   a. the memory system.
   b. the touch system.
   c. the blind system.
   d. the location system.

7. The Home keys are:

   a. 60¢ key, 5¢ key, 1¢ key.
   b. 10¢ key, 8¢ key, 50¢ key.
   c. 10¢ key, 60¢ key, 5¢ key.
   d. 10¢ key, 50¢ key, 1¢ key.

8. The largest group of keys is operated by:

   a. index finger.
   b. second finger.
   c. thumb.
   d. third finger.

9. After each registeration the checker/cashier returns to the:

   a. third finger key.
   b. thumb keys.
   c. second finger key.
   d. home keys.

10. The second finger area contains which of the following keys?

   a. 10¢ through 50¢
   b. 4¢ through 9¢
   c. 5¢ through 9¢
   d. 5¢ through 50¢

27.05.01.03.

11. The index finger area contains which of the following keys?

a. 50¢ to 90¢ keys, $5.00 to $9.00 keys and $50.00 to $90.00 keys
b. 5¢ through 9¢
c. 1¢ to 4¢ key
d. $10.00 to $40.00

12. The variation for ringing up 88¢ is done by using which fingers?

a. thumb and index finger
b. thumb and second finger
c. index finger and second finger
d. thumb

13. When the price of an item is 11¢, 22¢, or 33¢, both keys are depressed by what finger?

a. index finger and second finger
b. thumb and second finger
c. thumb
d. thumb and index finger

14. When the first digit of an item is smaller than the second digit, the first digit is depressed by:

a. the third finger.
b. the second finger.
c. the index finger.
d. the thumb.

15. When the first digit of an item is smaller than the second digit, the second digit is depressed by:

a. the index finger.
b. the thumb.
c. the second finger.
d. the third finger.

27.05.01.04.

16.The correct use of department keys is essential for:

a. the inventory count.
b. customer knowledge.
c. the stores' bookkeeping system.
d. none of the above.

17.The department keys are operated by:

a. home fingers.
b. pressing motor bar.
c. just the index finger.
d. just the second finger.

18.Transaction keys classify sale such as:

a. the amount of each item.
b. grocery, produce, apparel and books.
c. cash, charge, paid out and received on account.
d. running totals.

19.Reading totals of the salesperson, department, and transaction keys provides management with:

a. net profit.
b. running inventory.
c. exact inventory.
d. permanent record for each day.

20.Why do many stores have a policy of taking several "readings" throughout the day?

a. To make sure correct procedures for ringing a sale are done.
b. It helps in scheduling checker/cashiers.
c. To check how much money has been taken in.
d. For permanent records.

27.05.01.05.

21. How does the power penny speed up the checkout operation?

    a. If the item rung ends in a zero, it will automatically be registered.
    b. It is automatically rung into the register by pressing the motor bar.
    c. If the item rung ends in 1¢ to 9¢, it is automatically rung into the register as soon as the key is depressed.
    d. The power penny does not speed the checkout operation because it is only used during a power failure.

22. The inside parts of a cash register are:

    a. cash drawer and change plate.
    b. indication, sales journal.
    c. detail audit tape, receipt tape, and counters.
    d. read and resetting totals.

23. Activity counters allow for a quick check of:

    a. total amount of money received on account.
    b. total amount of money received.
    c. total amount of money paid out.
    d. sales classification.

24. The consecutive receipt number appears on:

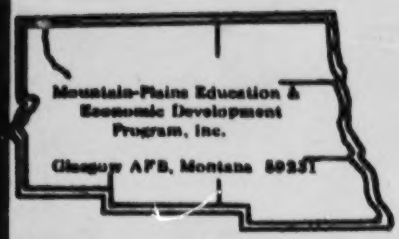
    a. detail addit tape and sales receipt.
    b. indication.
    c. charge purchase.
    d. received on account purchase.

25. The date-setting mechanism tells:

    a. just the week and year.
    b. week.
    c. just the month and day.
    d. the day, month, and year.

File Code: 27.05.02.00.A2-1

Date Published: 5/8/75



Learning Experience Guide

UNIT: OPERATING CHECKOUT STATION

RATIONALE:

The student should be familiar with the basic duties performed daily by a checker/cashier.

PREREQUISITES:

Reading at the J level as measured by the Foundation Education Department. Math skills at the F level as measured by the Foundation Education Department. Use of both hands.

OBJECTIVE:

Accurately and skillfully perform the basic duties of a checker/cashier.

RESOURCES:

Printed Material:

Checker/Cashier, Edison & Mills, 1969.
Money Safeguarding Procedures, NCR.
Retail Merchandising, Wingate & Samson, 7th ed., 1968.
Sacking Customer's Order, Supermarket Institute, Inc., 1961.

Audio-Visuals:

Filmstrips: "A Beautiful Day to Be Beautiful," International Film Bureau, Inc., 1970.
"Five Basic Ways to Be Well-Dressed," International Film Bureau, Inc., 1970.
"Check and Double Check," Universal Education Visual Arts, 1971.
A.V.Tape: "Cash Register Operation," produced by Mountain-Plains.

Equipment:

Cash register
Video tape equipment

Principal Author(s): B. Egan

GENERAL INSTRUCTIONS:

The procedures the student follows at the unit level include:

a. completion of pretest.
b. placement and assignment based on the pretest results.
c. student agreement on starting point in the unit.
d. completion of assigned LAPs and LAP tests.
e. completion of unit contents and unit tests.

PERFORMANCE ACTIVITIES:

.01 Duties Performed in Checkout Station
.02 Handling Money
.03 Handling Coupons, Refunds, Rainchecks, and Layaways
.04 Packaging and Wrapping Merchandise

EVALUATION PROCEDURE:

Complete an instructor-scored multiple-choice test with 80% accuracy.
Complete the performance test according to the criteria listed on the test.

FOLLOW-THROUGH:

Go to the first assigned LAP.

Student: _____ File Code: 27.05.02.00, A2-2

Date: _____ Date Published: 7/25/74

27.05.02.01

UNIT PRETEST: OPERATING CHECKOUT STATION

1. If the cost of an item is not marked on the merchandise, what is done?

   a. Record approximate price.
   b. Consult the price list or ask the manager.
   c. Ask customer if he or she might know.
   d. Ask another checker.

2. When a customer purchases an item that is group priced, how is the sale handled?

   a. Tell customer the item is sold only in groups.
   b. Drop the fraction.
   c. Charge the total price marked for a group.
   d. The price is the next highest cent.

3. Point of purchase items are:

   a. candy, cigarettes, razor blades.
   b. special ad items.
   c. items customer specifically came to buy.
   d. pens, pencils, and writing materials.

4. Posting ads is one of the steps checkers do:

   a. they do not post the ads; the manager does.
   b. at the end of the day.
   c. at the convenience of the checker.
   d. at the beginning of the day.

5. When giving change, the amount tendered is placed in the register:

   a. after the change has been counted to the customer.
   b. after the change has been counted to the checker.
   c. before the change is counted to checker or customer.
   d. immediately.

6. When change is computed automatically, the checker:

   a. does not count any money.
   b. counts the change and bills.
   c. counts only the change.
   d. counts the bills.

7. What order is money received during the day placed in the register?

   a. proper compartment with faces of bills down.
   b. proper compartment with faces of bills up.
   c. right to left with proper compartment.
   d. right to left with bills face down.

8. Using the least possible amount of coins and currency, which of the following change is given for $12.13 if the amount tendered is $20.00?

   a. 2 pennies, one dime, three quarters, two one dollar bills, one five dollar bill
   b. 2 pennies, two nickels, one quarter, one half dollar, two one dollars bills and one one five dollar bill
   c. 2 pennies, one dime, one quarter, one half dollar, two one dollars, and one five dollar bill
   d. 2 pennies,one dime, three quarters, one half dollar, two one dollars bills, and one five dollar bill

9. Using the least possible amount of coins and currency, which of the following change is given for $10.98 if the amount tendered is $15.03?

   a. one nickel, and four one dollar bills
   b. 2 pennies and four one dollar bills
   c. 2 pennies, and one five dollar bill
   d. one nickel, and one five dollar bill

10. Using the least possible amount of coins and currency, which of the following change is given for $1.78 if the amount tendered is $100.00?

   a. 2 pennies, 2 dimes, 3 one dollar bills, one five dollar bill, two twenty dollar bills, and one fifty dollar bill
   b. 3 pennies, 4 nickels, 3 one dollar bills, one five dollar bill, one ten dollar bill, and four twenty dollar bills
   c. 2 pennies, 2 dimes, 3 one dollar bills, one five dollar bill, one ten dollar bill, and 4 twenty dollar bills
   d. 2 pennies, 2 dimes, 3 one dollar bills, one five dollar bill, 3 ten dollar bills, one twenty dollar bill and one fifty dollar bill.

27.05.02.03

11. The raincheck allows the customer to:

    a. purchase more than one item in stock..
    b. purchase a comparable item of the same price.
    c. have first choice on certain items in store.
    d. purchase the item at a later date for the sale price.

12. To accommodate customers who may not qualify for credit, stores provide what service?

    a. delivery services
    b. cheaper prices.
    c. layaway plans
    d. special order merchandise for them when credit is approved

13. The correct way for handling coupons and refunds is:

    a. subtract before the order is rung up or after subtotal.
    b. after totaling sale.
    c. subtract amount from item being rung up.
    d. add before order is rung or subtotaled.

27.05.02.04

14. When sacking a customers' order, the glass items should be placed where?

    a. on top
    b. in the center on top of bottom layers
    c. on bottom
    d. on bottom, at the side to build a wall

15. When sacking ammonia and bleach, what is done?

    a. sack in separate bag.
    b. twist caps tight.
    c. don't sack
    d. sack in bottom for a base

UNIT PRETEST ANSWER KEY: OPERATING CHECKOUT STATION

LAP	
01	1. B
	2. D
	3. A
	4. D
	5. A
02	6. D
	7. B
	8. C
	9. A
	10. A
03	11. D
	12. C
	13. A
04	14. B
	15. B

Mountain-Plains Education & Economic Development Program, Inc.
Glasgow AFB, Montana 59231

File Code: 27.05.02.01.A2-0
Date Published: 3/18/75

Learning Activity Package

Student: _____

Date: _____

PERFORMANCE ACTIVITY: Duties Performed in Checkout Station

OBJECTIVE:

Identify duties to be performed at beginning of day, steps for checking a customer through checkout counter, and three methods generally used in correcting cash register errors.

EVALUATION PROCEDURE:

Complete a student-scored multiple choice test. Successful completion is eight out of ten items.

RESOURCES:

Checker/Cashier, Edison and Mills, 1969.
Audio Visual Tape.
"Steps for Beginning the Day" (attached).
"Steps for Ringing Up the Sale" (attached).
"Steps for Ending the Day" (attached).
Filmstrip: "A Beautiful Day to be Beautiful," International Film Bureau Inc.
"Five Basic Ways to be Well Dressed," International Film Bureau Inc.

PROCEDURE:

1. Obtain a copy of the text from the instructor; go to study area.
2. View filmstrips, "A Beautiful Day to be Beautiful," and "Five Basic Ways to be Well Dressed."
3. Read pages 27 through first column of page 31.
4. View audio visual tape carefully and return text.
5. On separate sheet of paper:
   a. list steps for checking a customer through checkout counter.
   b. list eight duties cashier performs at beginning of day.
   c. list three methods generally used in correcting cash register errors.
   d. list the steps for ending the day.
6. Practice each step until you can complete each step without a mistake.
7. Take the LAP test. Correct all errors.

Principal Author(s): B. Egan

STEPS FOR BEGINNING THE DAY

1. Count change in drawer to make sure the correct amount is in the drawer.
2. Check detail (audit) tape. Make sure previous day's tape has been removed and the audit tape has been reset for the day.
3. Check receipt tape and make sure there is enough in the register.
4. Check the date and see if it is the correct day.
5. Push correct key for salesperson on register.
6. Clear checkout counter of merchandise or returns and keep it cleaned off.
7. Stock bags.
8. Stock any sundry items or impulse items at the checkout counter, example: cigarettes, razor blades, gum, etc.
9. Post ads for customer viewing, put price lists up for checker reference.
10. You are ready for the day if all the above have been accomplished!

STEPS FOR RINGING UP THE SALE

1. Greet customer. Example: "Hi, Mrs. Anderson, how are you?". If you don't know the name, "Hello, how are you today?" is fine.
2. Separate taxable and non-taxable items to be rung. Also separate food stamp items.
3. Call out prices to customer, moving each item down the counter with the left hand.
4. Be sure to ring each item in correct department.
5. Subtotal the sale.
6. Ask the customer if there is anything else you may help him with. If there is, add on - then subtotal again.
7. Total register and call out total to customer. Example: "Your total is $12.98, please."
8. Call out amount of money tendered. Example: the customer gives a $20 bill, $12.98 out of $20.
9. Place amount of money tendered on change plate.
10. Count out change to yourself, then recount change to customer correctly. Example: "$12.98, $12.99, $13.00, two one-dollar bills $14.00 and $15.00 and $5.00 is $20.00. Thank you."
11. Put amount tendered into proper place provided for each coin or bill.
12. Close register!
13. Give receipt to customer or put into bag. Never forget!
14. Bag items properly; call carry out if needed.
15. Thank customer and say, "Please come again."

STEPS FOR ENDING THE DAY

1. At the end of the day count out the cash drawer, leaving correct amount of change in the drawer. Example: $100.00 is always left in the cash drawer. (If that is what store has in register.)

2. Put the cash sales (money left over after counting out change drawer) into bag. Ring register audit tape. (The different department sales.) Put those in bag also. The receipt tape and audit tape go into bag.

3. Change date on register for the next day.

4. Reset activity counter.

5. Give cash drawer and bag to manager, assistant manager, or head cashier, or whoever is assigned to do that job.

Student: _____ File Code: 27.05.02.01. A2-2

Date: _____ Date Published: 7/26/74

LAP TEST: DUTIES PERFORMED IN CHECKOUT STATION

1. In a self-service store, the final customer contact is:

   a. selling floor.
   b. door.
   c. checkout stand.
   d. there isn't any customer contact.

2. What determines whether a customer will return to a store?

   a. friendliness and skill of checker/cashier.
   b. variety of the store.
   c. the store location.
   d. competitive prices.

3. Knowledge of two methods for increasing efficiency when ringing a customer order are:

   a. fast ringing and not counting change.
   b. issuing stamps and packing order.
   c. ringing merchandise as it comes and using both hands for ringing sale.
   d. not issuing stamps to customers when they don't want them and accepting checks with just two types of identification.

4. When checking large bulky items, the order for ringing them up is:

   a. to check them as they are placed on the counter.
   b. to check them last.
   c. to check them first.
   d. none of the above.

5. What is done to assure accuracy when ringing a customers' order?

   a. The right hand is placed on each item.
   b. The left hand is placed on each item when rung and moved down the counter.
   c. The item is bagged after ringing each item.
   d. The price is called out loud.

6. If the cost of an item is not marked on the merchandise, what is done?

   a. record approximate price
   b. consult the price list or ask the manager
   c. ask customer if he or she might know
   d. ask another checker

7. Point of purchase items are:

   a. candy, cigarettes, razor blades.
   b. special ad items.
   c. items customer specifically came to buy.
   d. pens, pencils and writing materials.

8. When an amount or departmental error occurs, the checker does what?

   a. gives the customer credit for error
   b. corrects error after ringing all merchandise
   c. corrects error immediately
   d. rings the whole sale over

9. A credit summary form is:

   a. a record of corrections and paid-outs made weekly.
   b. a record of accounts paid or credited.
   c. a daily record of correction and refunds.
   d. a record of charges or received on account payments.

10. Posting ads is one of the steps checkers do:

   a. they do not post the ads; the manager does.
   b. at the end of the day.
   c. at the convenience of the checker.
   d. at the beginning of the day.

LAP TEST ANSWER KEY: DUTIES PERFORMED IN CHECKOUT STATION

1. C
2. A
3. B
4. C
5. B
6. B
7. A
8. C
9. C
10. D

File Code: 27.05.02.02.A2-0

Date Published: 3/18/75

Mountain-Plains Education & Economic Development Program, Inc.
Havre, Montana 59501

Learning Activity Package

Student: _____

Date: _____

PERFORMANCE ACTIVITY: Handling Money

OBJECTIVE:

Identify and demonstrate the six steps for giving correct change. Demonstrate correct change proceedings and cashing checks.

EVALUATION PROCEDURE:

Complete a student-scored multiple choice test. Successful completion is eight out of ten items.

RESOURCES:

Checker/Cashier, Edison and Mills, 1969.
Audio Visual Equipment.
Cash Register.
NCR Booklet: Money Safeguarding Procedures.
Filmstrip: "Check and Double Check," Universal Educational Visual Arts.

PROCEDURE:

1. Obtain a copy of the text from the instructor; go to study area.
2. Read pages 6 through 13, "Change Making" in NCR Booklet.
3. Read pages 31 through 33 in text. View illustrations 34 and 35.
4. View filmstrips, "Check and Double Check."
5. On a separate sheet of paper, do project 15 on pages 95 and 96.
6. Go to cash register and perform with another student correct change proceedings of project 15.
7. Take the LAP test when you have completed this LAP and LAPs 27.05.02.03 and 27.06.02.04.

Principal Author(s):
B. Egan

File Code: 27.05.02.03.A2-0

Date Published: 3/18/75

Mountain-Plains Education & Economic Development Program, Inc.
(Havre AFB, Montana 59231)

Learning Activity Package

Student: _____

Date: _____

PERFORMANCE ACTIVITY: Handling Coupons, Refunds, Rainchecks and Layaways

OBJECTIVE:

Identify the steps in handling coupons, refunds, rainchecks and layaways.

EVALUATION PROCEDURE:

Complete a student-scored multiple choice test. Successful completion is eight out of ten items.

RESOURCES:

Checker/Cashier, Edison and Mills, 1969.
Retail Merchandising, Wingate - Samson, 1968.
Coupons.
Refund slips.
Rainchecks.
Layaway slips.

PROCEDURE:

1. Obtain the texts from the instructor; go to study area.
2. Read pages 33 through 34, top of second column. View illustrations 36 and 37 in Checker/Cashier.
3. Read pages 152 through 153 in Retail Merchandising text. Return texts.
4. On separate sheet of paper:
   a. list steps for handling coupons.
   b. list steps for handling rainchecks.
   c. list steps for handling refunds.
   d. list steps for handling layaways.
5. Take the LAP test after completion of this LAP and LAPs 27.05.02.02 and 27.05.02.04.

Principal Author(s): B. Egan

File Code: 27.05.02.04.A2-0

Date Published: 3/18/75

Mountain-Plains Education & Economic Development Program, Inc.
Havre AFB, Montana 59531

Learning Activity Package

Student: _____

Date: _____

PERFORMANCE ACTIVITY: Packaging and Wrapping Merchandise

OBJECTIVE:

Identify the proper ways of bagging and wrapping merchandise.

EVALUATION PROCEDURE:

Complete a student-scored multiple choice test. Successful completion is eight out of ten items.

RESOURCES:

Retail Merchandising, Wingate - Samson, 1968.
Sacking the Customer's Order, Supermarket Institute, Inc., 1961.

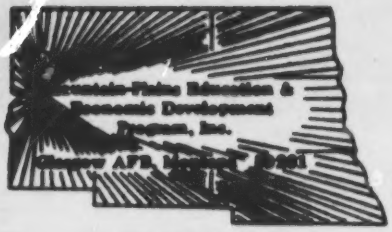
PROCEDURE:

1. Obtain a copy of the text from the instructor; go to study area.
2. Read pages 363 through 367.
3. On a separate sheet of paper, do review questions 1 through 5 on page 367.
4. Read carefully the pamphlet on "Sacking the Customer's Order".
5. When you feel you know the material on wrapping and bagging merchandise, ask the instructor for the LAP test.
6. When completed, correct all errors.
7. Take the combined LAP test after completion of this LAP and LAPs 27.05.02.02 and 27.05.02.03. Correct all errors.
8. If successful, proceed to the next unit.

Principal Author(s): B. Egan

Student: _____ File Code: 27.05.02.02. A2-2
27.05.02.03. A2-2
27.05.02.04. A2-2

Date: _____ Date Published: 7/26/74



LAP TEST: HANDLING MONEY, COUPONS, REFUND, RAINCHECK ETC/ PACKAGING AND WRAPPING MERCHANDISE

27.05.02.02

1. When change is computed automatically, the checker:

   a. does not count any money.
   b. counts the change and bills.
   c. counts only the change.
   d. counts the bills.

2. Using the least possible amount of coins and currency, which of the following change is given for $1.78 if the amount tendered is $100.00?

   a. 2 pennies, 2 dimes, 3 one dollar bills, one five dollar bill, two twenty dollar bills, and one fifty dollar bill
   b. 3 pennies, 4 nickels, 3 one dollar bills, one five dollar bill, one ten dollar bill, and four twenty dollar bills
   c. 2 pennies, 2 dimes, 3 one dollar bills, one five dollar bill, one ten dollar bill, and 4 twenty dollar bills
   d. 2 pennies, 2 dimes, 3 one dollar bills, one five dollar bill, 3 ten dollar bills, one twenty dollar bill and one fifty dollar bill

3. Using the least possible amount of coins and currency, which of the following change is given for $2.56 if the amount tendered is $10.01?

   a. 4 pennies, one nickel, one dime, one quarter, 2 one dollar bills, and one five dollar bill.
   b. 4 pennies, one nickel, one quarter, 2 one dollar bills and one five dollar bill.
   c. 3 dimes, 1 quarter, 2 one dollar bills, and one five dollar bill.
   d. 2 dimes, 1 quarter, 2 one dollar bills and one five dollar bill.

4. A credifier is used to:

   a. check credit rating.
   b. check if money is counterfeit.
   c. issue payroll check.
   d. approve checks.

27.05.02.03

5. What type of identification is <u>not</u> accepted for cashing checks?

   a. Social Security card
   b. Master Charge card
   c. Naturalization card
   d. American Express card

6. The first item checked on a coupon is:

   a. product being sold.
   b. expiration date.
   c. size of product.
   d. manufacturer.

7. In what instances is a raincheck issued?

   a. when an item is used for a "lost leader."
   b. when a store does not carry an item in stock
   c. when an item on sale is temporarily out of stock
   d. when an item is guaranteed in the store stock and not on sale

8. The correct way for handling coupons and refunds is:

   a. subtract before the order is rung or after subtotal.
   b. after totaling sale.
   c. subtract amount from item being rung up.
   d. add before order is rung up or subtotaled.

27.05.02.04

9. Of the following which is the last procedure the checker/cashier will accomplish at the end of the day?

   a. proof of cash
   b. checks and balances
   c. change funding
   d. credit summary

10. Milk and other cold items are placed where in the sack?

   a. on bottom, center of sack
   b. on bottom, side of sack for base
   c. on top, side of sack
   d. top center of load

27.05.02.02. A2-2
27.05.02.03. A2-2
27.05.02.04. A2-2

LAP TEST ANSWER KEY: **HANDLING MONEY, COUPONS, REFUND, RAINCHECK, ETC./ PACKAGING AND WRAPPING MERCHANDISE**

LAP

02	1.	D
	2.	A
	3.	D
	4.	D
03	5.	A
	6.	B
	7.	C
	8.	A
04	9.	A
	10.	D

Student: _____ File Code: 27.05.02.00, B2-2

Date: _____ Date Published: 7/26/74

UNIT POST TEST: OPERATING CHECKOUT STATION

27.05.02.01

1. The first step for operating the checkout station is:

   a. use of skill and conscientiousness in ringing up customer purchases.
   b. ringing a sale.
   c. stocking sundry items.
   d. preparing cash register for the day.

2. What is done to assure accuracy when ringing a customers' order?

   a. The right hand is placed on each item.
   b. The left hand is placed on each item when rung and moved down the counter.
   c. The item is bagged after ringing each item.
   d. The price is called out loud.

3. When a customer purchases an item that is group priced, how is the sale handled?

   a. Tell customer the item is sold only in groups.
   b. Drop the fraction.
   c. Charge the total price marked for a group.
   d. The price is the next highest cent.

4. Point of purchase items are:

   a. candy, cigarettes, razor blades.
   b. special ad items.
   c. items customer specifically came to buy.
   d. pens, pencils, and writing materials.

5. When giving change, the amount tendered is placed in the register:

   a. after the change has been counted to the customer.
   b. after the change has been counted to the checker.
   c. before the change is counted to checker or customer.
   d. immediately.

27.05.02.02

6. When change is computed automatically, the checker:

   a. does not count any money.
   b. counts the change and bills.
   c. counts only the change.
   d. counts the bills.

7. In what order is money received during the day placed in the register?

   a. proper compartment with faces of bills down
   b. proper compartment with faces of bills up
   c. right to left with proper compartment
   d. right to left with bills face down

8. Using the least possible amount of coins and currency, which of the following change is given for $12.13 if the amount tendered is $20.00?

   a. 2 pennies, one dime, three quarters, two one dollar bills, one five dollar bill
   b. 2 pennies, 2 nickels, one quarter, one half dollar, two one dollar bills, and one five dollar bill.
   c. 2 pennies, one dime, one quarter, one half dollar, two one dollars, and one five dollar bill
   d. 2 pennies, one dime, three quarters, one half dollar, two one dollar bills, one five dollar bill

9. Using the least possible amount of coins and currency, which of the following change is given for $10.98 if the amount tendered is $15.03?

   a. one nickel, and four one dollar bills
   b. 2 pennies, and four one dollar bills
   c. 2 pennies, and one five dollar bill
   d. one nickel, and one five dollar bill

10. A credifier is used to:

   a. check credit rating.
   b. check if money is counterfeit.
   c. issue payroll.
   d. approve checks.

27.05.02.03

11. What type of identification is not accepted for cashing checks?

    a. Spcial Security card
    b. Master Charge card
    c. Naturalization card
    d. American Express card

12. The raincheck allows the customer to:

    a. purchase more than one item in stock.
    b. purchase a comparable item of the same price.
    c. have first choice on certain items in store.
    d. purchase the item at a later date for the sale price.

13. To accommodate customers who may not qualify for credit, stores provide what services?

    a. delivery services
    b. cheaper prices
    c. layaway plans
    d. special order merchandise for them when credit is approved.

27.05.02.04

14. When sacking a customers' order, the glass items should be placed where?

    a. on top
    b. in the center on top of bottom layers.
    c. on bottom.
    d. on bottom, at the side to build a wall.

15. When sacking ammonia and bleach, what is done?

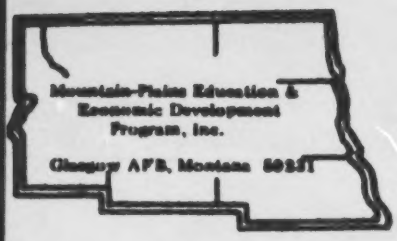
    a. sack in separate bag.
    b. twist caps tight.
    c. don't sack.
    d. sack in bottom for a base.

UNIT POST TEST: OPERATING CHECKOUT STATION

LAP		
01	1.	D
	2.	B
	3.	D
	4.	A
	5.	A
02	6.	D
	7.	B
	8.	C
	9.	A
	10.	D
03	11.	A
	12.	D
	13.	C
04	14.	B
	15.	B

File Code: 27.05.03.00.A2-1

Date Published: 4/14/75



Learning Experience Guide

UNIT: CHECKER-CASHIER QUALITIES

RATIONALE:

The student should be aware of the basic qualities a checker/cashier should have to be successful at his or her job.

PREREQUISITES:

Math skills at level J as measured by Foundation Education Department. Reading at level F as measured by Foundation Education Department.

OBJECTIVES:

Identify the basic qualities necessary to be a successful checker/cashier.

RESOURCES:

Fundamentals of Selling, Wingate and Nolan, 1969.
Checker/Cashier, Edison & Mills, 1969.
Retail Merchandising, Wingate & Samson, 1968.
Money Safeguarding Procedures - NCR booklet.
Filmstrip: "Shoplifting-the Plot Against You," Merchandise Film Productions.
"Greedy Hands," Universal Education & Visual Arts.
"Get on the Ball - Stop Shrinkage," Merchandiser Film Productions.

GENERAL INSTRUCTIONS:

The procedures the student follows at the unit level include:

a. completion of pretest.
b. placement and assignment based on pretest results.
c. student agreement on starting point in the unit.
d. completion of assigned LAPs and LAP tests.
e. completion of Unit contents and Unit tests.

Principal Author(s): B. Egan

PERFORMANCE ACTIVITIES:

.01 Tips for a Checker/Cashier.
.02 Shoplifting and Security for Handling Money.

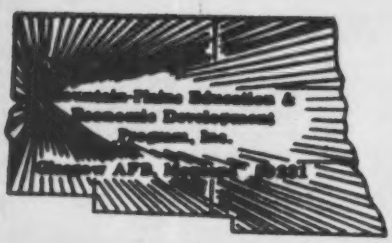
EVALUATION PROCEDURE:

Complete an instructor-scored multiple-choice test with 80% accuracy.
Complete a performance test according to criteria listed on the test.

FOLLOW-THROUGH:

Go to the first assigned LAP.

Student: _____ File Code: 27.05.03.00.A2-2
27.05.03.01.A2-2
Date: _____ Date Published: 27.05.03.02.A2-2
7-25-74



UNIT/LAP PRETEST: CHECKER/CASHIER QUALITIES

27.05.03.01

1. The customer's first impression is based on what?

   a. your accuracy and speed in ringing up merchandise.
   b. your awareness
   c. your skill
   d. your personal appearance

2. Which of the following is not a character quality?

   a. loyalty
   b. use of tact
   c. self-control
   d. a good sense of humor

3. Which of the following is not a social quality?

   a. courtesy
   b. loyalty
   c. tact
   d. a good sense of humor

4. Needless movements of any part of the body, exaggerated gestures, or habitual nervous motions are called:

   a. speech mannerisms.
   b. mannerisms.
   c. character qualities.
   d. social qualities.

5. Employers want sales people that dress in which of the following ways?

   a. very expensive
   b. very conspicuous
   c. conservative, yet in good taste
   d. inexpensive

27.05.03.02

6. What is the first area that store security revolves around?

   a. selling floor
   b. check stand
   c. customer safety
   d. floor exits

7. A person who uses a distraction of dropping money on the floor while the cashier is making change could possibly be a:

   a. short-change artist.
   b. change bluffer.
   c. till dipper.
   d. split-bill passer.

8. What is the correct way to handle a change bluffer?

   a. Refer him to store manager.
   b. Take name and address and amount he tendered.
   c. Balance till.
   d. Give him money.

9. Which of the following dishonest customers works with another person?

   a. till dipper
   b. short-change artist
   c. split-bill passers
   d. counterfeiter

10. A person that divides bills of a large denomination and glues on back of smaller denomination is called:

   a. counterfeiter.
   b. change bluffer.
   c. split-bill passer.
   d. short-change artist.

UNIT/LAP PRETEST ANSWER KEY: CHECKER/CASHIER QUALITIES

LAP 01

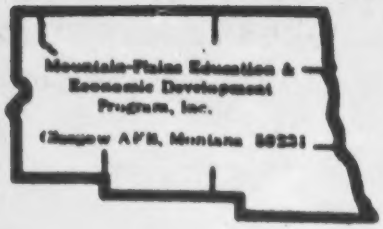
1. d
2. b
3. b
4. b
5. c

LAP 02

6. a
7. c
8. b
9. b
10. c

File Code: 27.05.03.01.A2-0

Date Published: 3/18/75



Learning Activity Package

Student: _____

Date: _____

PERFORMANCE ACTIVITY: "Tips for a Checker/Cashier"

OBJECTIVE:

List the qualities a checker/cashier should have in handling complaints, returns and rechecking orders.

EVALUATION PROCEDURE:

Complete a student-scored multiple choice test. Successful completion is eight out of ten items.

RESOURCES:

Checker/Cashier, Edison and Mills, 1969.
Retail Merchandising, Wingate -Samson, 1968.

PROCEDURE:

1. Obtain a copy of the text from the instructor; go to study area.
2. In Checker/Cashier, read pages 37 through 39 - second column and view illustrations 40 and 41.
3. In Retail Merchandising, read pages 606 through 608.
4. On a separate sheet of paper, answer review questions 1 through 5 on page 608.
5. When completed, hand in to instructor for correction.
6. If successful, proceed to the next LAP.

Principal Author(s): B. Egan

27.05.03.00.B2-2

Student: _____ File Code: 27.05.03.01.B2-2

27.05.03.02.B2-2

Date: _____ Date Published: 7-25-74

UNIT/LAP POST TEST: CHECKER/CASHIER QUALITIES

27.05.03.01

1. Which of the following is not a character quality?

   a. loyalty
   b. use of tact
   c. self-control
   d. initiative

2. Which of the following is not a social quality?

   a. courtesy
   b. loyalty
   c. tact
   d. a good sense of humor

3. Employers want sales people that dress in which of the following ways?

   a. very expensive
   b. very conspicuous
   c. conservative, yet in good taste
   d. inexpensive

4. Which of the following ways is returned spoiled merchandise handled best?

   a. Cannot exchange or refund money.
   b. Refund money immediately.
   c. The merchandise is replaced with good merchandise.
   d. Accept returns if regular customer.

5. In most stores, a liberal return policy is promoted as one of the stores:

   a. customer services.
   b. loss leaders.
   c. promotions.
   d. selling points.

27.05.03.02

6. What is the first area that store security revolves around?

   a. selling floor
   b. check stand
   c. customer safety
   d. floor exits

7. When can checker/cashiers apprehend a shoplifter?

   a. After leaving the store.
   b. As the shoplifter goes to the exit.
   c. After the shoplifter has gone through checkout stand.
   d. As soon as they see them conceal item.

8. A person who uses a distraction of dropping money on the floor while the cashier is making change could possibly be a:

   a. short-change artist.
   b. change bluffer.
   c. till dipper.
   d. split-bill passer.

9. A change bluffer is a person who:

   a. tries to confuse cashier while making change.
   b. drops change on floor.
   c. states he tendered a larger bill than he really did.
   d. divides larger bills and glues on smaller bill.

10. Who is responsible for what happens at your checkout station?

    a. cashier that station is assigned to
    b. manager
    c. security and checkout
    d. security, manager, and cashier

UNIT/LAP POST TEST ANSWER KEY: CHECKER/CASHIER QUALITIES

LAP 01

1. b
2. b
3. c
4. c
5. a

LAP 02

6. a
7. a
8. c
9. c
10. a

File Code: 27.05.03.02.A2-0

Date Published: 9/26/74

Mountain-Plains Education & Economic Development Program, Inc.
(Hungry Horse, Montana 59921)

Learning Activity Package

Student: _____

Date: _____

PERFORMANCE ACTIVITY: Shoplifting and Security for Handling Money

OBJECTIVE:

List steps for detecting shoplifters and dishonest customers and name the five dishonest customers that take advantage of Checker/Cashiers.

EVALUATION PROCEDURE:

Complete a student-scored multiple choice test. Successful completion is nine out of ten items.

RESOURCES:

Checker/Cashier, Edison and Mills, 1969.
NCR Booklet, "Money Safeguarding Procedures".
Fundamentals of Selling, Wingate Nolan, 1969.
Filmstrip: "Shoplifting - the Plot Against You", Merchandise Film Productions.
Filmstrips: "Greedy Hands", Universal Education & Visual Arts.
"Get on the Ball - Stop Shrinkage", Merchandise Film Productions.

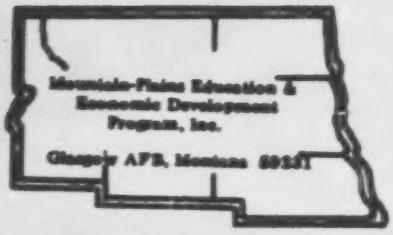
PROCEDURE:

1. Obtain a copy of the text from the instructor; go to study area.
2. View filmstrips.
3. Read pages 39 through 41 in Checker/Cashier.
4. Read pages 13 through 17 in NCR Booklet.
5. Read pages 426 through 429 in Fundamentals of Selling.
6. Return texts.
7. Ask the instructor for the UNIT/LAP test. After completion, have the instructor correct it.
8. Complete performance test with 100% accuracy.
9. Ask instructor to schedule course test at the test center.
10. If successfully completed, proceed to next course.

Principal Author(s): B. Egan

File Code: 27.05.04.00.

Date Published: 3/22/77



Learning Experience Guide

UNIT: NCR 250 ELECTRONIC CASH REGISTER

RATIONALE:

A Checker/Cashier must know and be able to perform different procedures and techniques as well as develop skill at the Electronic Cash Register.

PREREQUISITES:

The prerequisites in this unit are:

A. Reading at J level as measured by the Foundation Education Department.
B. Math skills at D level as measured by the Foundation Education Department.
C. Mastery of 10 key method as measured by Office Education Department.
D. Use of both hands.

OBJECTIVES:

Perform skillfully and accurately the various cash register procedures and techniques.

RESOURCES:

Printed Material:
Checker/Cashier, Edison & Mills, 1969
NCR 250 ECR Manual

EQUIPMENT:

NCR 250 Electronic Cash Register

GENERAL INSTURCTIONS:

The procedures the student follows at the unit level include:

A. Completion of pretest.
B. Placement and assignment based on the pretest results.
C. Student agreement on starting point in unit.
D. Completion of assigned LAPs and LAP tests.
E. Completion of unit contents and unit tests.

PERFORMANCE ACTIVITIES:

.01 — 250 ECR Preparation
.02 — Checker Procedure — Cash Sale
.03 — Checker Procedures — Food Stamp Sale
.04 — Bottle Deposits, Bottle Refunds, and Vendor Coupons
.05 — Error Correct and Void Transaction
.06 — Merchandise Return
.07 — Repeat, Quantity and Split Package Pricing

Principal Author(s): B. Egan

EVALUATION ACTIVITIES:

Complete an instructor scored multiple-choice test with 80% accuracy.

Complete a performance test according to the criteria listed on the test.

FOLLOW THROUGH:

Go to the first assigned LAP.

Student: _____ File Code: 27.05.04.00.

Date: _____ Date Published: 3/22/77

UNIT PRETEST: NCR 250 ELECTRONIC CASH REGISTER

27.05.04.01

1. What is the first step a checker would perform when changing the date on the NCR 250?

   a. Index 0001.
   b. Turn Mode key on.
   c. Turn On/Off key on.
   d. Turn On/Off and Mode keys on.

2. What code is indexed on the NCR 250 before date is indexed?

   a. 0001A.
   b. 0002A.
   c. 1000A.
   d. 2000A.

3. To enter the date for the 8th of March, current year, what numbers would be indexed?

   a. 8-3-77.
   b. 3-80-77.
   c. 3-08-77.
   d. 3-8-77.

4. After date has been entered, what does the cashier have to do?

   a. Turn On/Off key on.
   b. Turn Mode key off.
   c. Turn On/Off key off.
   d. Turn Mode key on.

27.05.04.02.

5. According to NCR 250 Manual, all checkers must:

   a. Call out loud price of merchandise and department to which that item will be recorded.
   b. Call out price of merchandise.
   c. Call out department which item will be recorded.
   d. Call out loud price of merchandise and size, as well as which department that item will be recorded.

6. When ringing up a prescription drug on the NCR 250, what key should be used?

   a. Non-Food Stampable key.
   b. Non-Taxable key.
   c. Taxable key.
   d. Family Center Lg key.

27.05.04.02.(continued)

7. When a check is tendered, what is the first procedure after identification is received?

   a. Place check face down on printing table.
   b. Index amount of check the customer tenders on the ten key.
   c. Index Check key.
   d. Index Cash key.

8. When a check is tendered, where is the check placed after the cash drawer is opened?

   a. Change plate.
   b. On printing table.
   c. Is not placed in till.
   d. In cash drawer.

27.05.04.03.

9. What is the highest amount the food stamp credit will allow?

   a. $1.00.
   b. 49 cents.
   c. 50 cents.
   d. 25 cents.

10. After a combination sale is finalized, and the cash drawer opens, what appears on the display?

    a. Amount of food stamp change and cash change.
    b. Nothing.
    c. Amount of food stamp change.
    d. Amount of cash change.

11. When a food stamp credit is given, the checker must:

    a. Depress just Food Stamp Credit key.
    b. Depress Food Stamp Tendered key.
    c. Index amount of food stamp credit to be given and then depress Food Stamp Credit key.
    d. Depress Food Stamp Tendered key — then Food Stamp Credit key.

12. With a food stamp credit system, the credit can be used at:

    a. Any store.
    b. The store that validates it by their registers.
    c. Any store within the city.
    d. At food stamp office.

27.05.04.04.

13. If a customer buys pop and has no empty returns, you first:

    a. Record pop onto the Grocery key.
    b. Record Bottle Deposit amount customer owes.
    c. Record pop and deposit onto Grocery key.
    d. Give even exchange.

27.05.04.04. (continued)

14. If a customer buys pop and does have empty returns, what procedure is followed?

a. Record pop onto Bottle Deposit.
b. Record pop onto Grocery key, charge for bottles, using Bottle Deposit key, index amount of bottle refund on Bottle Refund key.
c. Record pop onto Bottle Deposit.
d. Record pop onto Grocery and given even swap.

15. A vendor coupon is defined as:

a. Any coupon that is cut out of magazines and/or newspapers that the store is reimbursed for.
b. Any coupon that a store uses to promote an item within their inventory and the customer must present it to receive the special price.
c. Any item advertised.
d. Any coupon that any store has in their newspaper ad.

16. Store coupon is defined as:

a. Any coupon that any retail business has in their newspaper ad.
b. Any item advertised.
c. A coupon that retail businesses use to promote an item within their inventory, must be presented to get special prices.
d. Any coupon that is cut out of magazines and/or newspapers.

27.05.04.05.

17. If you cannot see your error on the indication:

a. Rering complete sale.
b. Use Void key.
c. Use Error Correct key.
d. Use both Error Correct and Void key.

18. What is considered a mistake on the NCR 250?

a. Overrings, underrings, wrong departments.
b. Meat in Meat Department.
c. Grocery in Grocery Department.
d. Food Stamp in Food Stampable.

27.05.04.06.

19. When a merchandise refund is made, what is the checker required to do?

a. Hit no sale key, fill out form and have customer sign form.
b. Index return into the department from which product was purchased.
c. No returns are accepted.
d. Just give a credit slip.

27.05.04.06. (continued)

20. What is the difference between a merchandise return within a transaction and a return outside of a transaction?

a. The customer is purchasing other items and getting a credit to his/her purchase.
b. The customer is purchasing other merchandise and the amount is subtracted from the price of the new item purchased.
c. The customer is receiving cash back for merchandise previously bought.
d. A merchandise return is always considered a separate transaction.

21. When a merchandise return is outside of a transaction, what is done with the receipt?

a. Given to manager.
b. Thrown away.
c. Checker signs and manager signs.
d. Customer signs name and phone number, checker initials, place in cash drawer.

27.05.04.07.

22. The Quantity key is used for:

a. Two items.
b. Four items or more of the same price and from the same department.
c. Five items or more of different price and from the same department.
d. Three items of the same price and from different departments.

23. When a checker wants to index quantity items, what is indexed first?

a. Price of the item and then quantity.
b. Number of items customer wishes to purchase of the same price and department.
c. Depress major department key.
d. Depress quantity.

24. When a customer wishes to purchase items that are group priced, but want less quantity, this is called?

a. Split package pricing.
b. Repeat pricing.
c. Quantity pricing.
d. Group pricing.

25. What is the first key a checker will depress when a customer wishes to purchase three items that are priced 4 for $1.29?

a. 4 key and department key.
b. Quantity key.
c. Number of items customer wishes to purchase.
d. Sale price quantity.

UNIT TEST: NCR 250 ELECTRONIC CASH REGISTER

1. d
2. a
3. c
4. b
5. a
6. b
7. c
8. d
9. b
10. a
11. c
12. b
13. a
14. b
15. a
16. c
17. b
18. a
19. b
20. a
21. d
22. b
23. b
24. a
25. c

PRETEST ANSWER SHEET: NCR 250 ELECTRONIC CASH REGISTER

27.06.04.01.

1. d
2. a
3. a
4. b

27.05.04.02.

5. a
6. a
7. c
8. d

27.05.04.03.

9. b
10. a
11. c
12. b

27.05.04.04.

13. a
14. b
15. a
16. d

27.05.04.05.

17. a
18. d

27.05.04.06.

19. a
20. b
21. d

27.05.04.07.

22. a
23. b
24. a
25. c

File Code: 27.05.04.01.

Date Published: 3/22/77

Mountain-Plains Education & Economic Development Program, Inc.
Glasgow AFB, Montana 59231

Learning Activity Package

Student: _____

Date: _____

PERFORMANCE ACTIVITY: 250 ECR PREPARATION

OBJECTIVE:

Correctly enter data, replace detail audit tape and receipt tapes.

EVALUATION PROCEDURE:

80% accuracy on written test.

RESOURCES:

NCR 250 Electronic Cash Register manual.
250 Electronic Food Store System booklet.

PROCEDURE:

1. Obtain copy of booklet. Read Pages 1, 2 and 3.
2. Obtain copy of NCR 250 manual. Read Page 13.
3. Approach register and practice entering date on machine.
4. Ask instructor to give instruction on replacing detail audit tape and receipt tape.
5. Practice replacing tapes.
6. If successfully completed, continue to next LAP.

Principal Author(s): B. Egan

File Code: 27.05.04.02.

Date Published: 3/22/77

Mountain-Plains Education & Economic Development Program, Inc.
Glasgow AFB, Montana 59231

Learning Activity Package

Student: _____

Date: _____

PERFORMANCE ACTIVITY: CHECKER PROCEDURE - CASH SALE

OBJECTIVE:

Apply ten key procedures within a cash sale on ECR 250.
Practice to develop skills combining these areas.

EVALUATION PROCEDURE:

80% accuracy on written test.

RESOURCES:

NCR 250 Procedures manual.
250 Electronic Food Store System booklet.
Checker Cashier, Edison & Mills, 1969.

PROCEDURE:

1. Obtain copy of booklet. Read Page 8, Combination Tendered.
2. Obtain copy of manual. Read Pages 1, 2 and 3.
3. Approach NCR 250 and follow procedures on Page 1 for ringing up a cash sale.
4. Obtain copy of Checker Cashier.
5. Do exercise 6 on Page 49 twice using ten key method for ringing up amounts. Check tapes. For added practice, do exercise 8 on Page 50.
6. If successfully completed, write LAP number, title and name. Hand in tapes.
7. Take combined LAP test.

KEY POINTS:

Student must sign in before indexing amount on cash register. The student may use 123A or 33B. This is done by:

1. Turning on On/Off key.
2. Indexing number and then letter.
3. Student is then prepared for ringing up merchandise.

Principal Author(s): B. Egan

Student: _____ File Code: 27.05.04.01
27.05.04.02.

Date: _____ Date Published: 3/22/77

LAP TEST: NCR 250 ELECTRONIC CASH REGISTER
250 ECR Preparation
Checker Procedures - Cash Sale

27.05.04.01.

1. What is the first step a checker would perform when changing the date on the NCR 250?

   a. Turn On/Off and Mode keys on.
   b. Turn On/Off key on.
   c. Turn Mode key on.
   d. Index 0001.

2. What code is indexed on the NCR 250 before the date is indexed?

   a. 2000A.
   b. 1000A.
   c. 0002A.
   d. 0001A.

3. When entering the date for January third, present year, you would follow which procedure?

   a. Turn Mode key on, depress 0001A, depress 1, 3, 77.
   b. Depress 0001A, depress 1, 03, 77 and date key.
   c. Turn On/Off key and Mode key on, depress 0001A, depress 1, 03, 77, and tax/date key.
   d. Turn Mode key on, depress 0001A, depress 1, 03, 77.

4. To enter the date for the 8th of March, current year, what numbers would be indexed?

   a. 3-8-77.
   b. 3-80-77.
   c. 8-3-77.
   d. 3-08-77.

5. After date has been entered, what does the cashier have to do?

   a. Turn On/Off key on.
   b. Turn Mode key off.
   c. Turn On/Off key off.
   d. Turn Mode key on.

27.05.04.02.

6. According to NCR 250 Manual, all checkers must:

   a. Call out loud price of merchandise and size, as well as which department that item will be recorded.
   b. Call out loud price of merchandise and department to which that item will be recorded.
   c. Call out price of merchandise.
   d. Call out department which item will be recorded.

7. What keys are programmed Food stampable on NCR 250?

   a. Grocery, Meat, Produce, and Bakery.
   b. Housewares, Meat, Grocery, and Produce.
   c. Bakery, Meat, Produce, and Baby Goods.
   d. Meat, Produce, Gorcery, and Housecleaning Supplies.

8. When rining up a prescription drug on NCR 250, what key should be used?
   a. Taxable key.
   b. Non-Taxable key.
   c. Non-Food Stampable key.
   d. Family Center Lg. key.

9. When a check is tendered, what is the first procedure after identification is received?

   a. Place check face down on printing table.
   b. Index amount of check the customer tenders on the ten key.
   c. Index Check key.
   d. Index Cash key.

10. When a check is tendered, where is the check placed after cash drawer is opened.

   a. In cash drawer.
   b. Change plate
   c. Is not placed in till.
   d. On printing table.

27.05.04.01.
27.05.04.02.

LAP TEST ANSWER KEY: NCR 250 ELECTRONIC CASH REGISTER
250 ECR Preparation
Checker Procedures - Cash Sale

1. a
2. d
3. c
4. d
5. b
6. b
7. a
8. b
9. c
10. a

File Code: 27.05.04.03.

Date Published: 3/22/77

Mountain-Plains Education & Economic Development Program, Inc.
Glasgow AFB, Montana 59231

Learning Activity Package

Student: _____

Date: _____

PERFORMANCE ACTIVITY: CHECKER PROCEDURES - FOOD STAMP SALE

OBJECTIVE:

Apply ten key procedures within a food stamp sale on ECR 250.
Practice to develop proper procedure combining these areas.

EVALUATION PROCEDURE:

80% accuracy on written test.

RESOURCES:

NCR 250 Procedures manual.
Checker Cashier, Edison & Mills, 1969.
250 Electronic Food Store System booklet.

PROCEDURE:

1. Obtain copy of booklet. Read Pages 8 and 9 (Page 8 is a review).
2. Obtain copy of manual. Read Pages 2 and 4.
3. Approach NCR 250 and follow procedures for ringing up a food stamp sale on Page 4.
4. Obtain copy of Checker Cashier.
5. Do exercises 1 through 10 on Pages 63, 64, 65 and 66 using the ten key method for ringing up amounts. Follow through as though sale is a food stamp sale. Check tapes.
6. If successfully completed, write LAP number, title and name. Hand in tapes.

KEY POINTS:

Practice using different department keys while ringing up amounts.
Student must sign in before indexing amount on cash register. The student may use 123A or 33B. This is done by:

1. Turning on On/Off key.
2. Indexing number and then letter.
3. Student is then prepared for ringing up merchandise.

Principal Author(s): B. Egan

File Code: 27.05.04.04.

Date Published: 3/22/77

Mountain-Plains Education & Economic Development Program, Inc.
Glasgow AFB, Montana 59231

Learning Activity Package

Student: _____

Date: _____

PERFORMANCE ACTIVITY: BOTTLE DEPOSITS, BOTTLE REFUNDS, AND VENDOR COUPONS

OBJECTIVE:

Develop accuracy in handling bottle deposits, bottle refunds and vendor coupons.

EVALUATION PROCEDURE:

80% accuracy on written test.

RESOURCES:

NCR 250 Procedures manual.
Checker Cashier, Edison & Mills, 1969.
250 Electronic Food Store System booklet.

PROCEDURE:

1. Obtain copy of booklet and read Page 4, Bottle Deposits, and Page 7, Store and Vendor Coupons.
2. Obtain copy of manual and Checker Cashier. Read Pages 5 and 7 in manual.
3. Approach NCR 250 and follow procedures on Page 5 for ringing up bottle deposits and bottle refunds. For added practice, complete Section IV on Page 68 in Checker Cashier. Include a bottle deposit for each tape.
4. Practice bottle refund by redoing Section IV on Page 68 following correct procedures.
5. Complete procedures for ringing up vendor coupons. Practice this procedure until you can complete without error.
6. Ask another student to help practice the different transactions within a sale. Use coupons provided in check stand.
7. If successfully completed, write LAP number, title and name. Hand in tapes.
8. Take combined LAP test.

KEY POINTS:

Student must sign in before indexing amount on cash register. The student may use 123A or 33B. This is done by:

1. Turning on On/Off key.
2. Indexing number and then letter.
3. Student is then prepared for ringing up merchandise.

Principal Author(s): B. Egan

Student: _____ File Code: 27.05.04.03. 27.05.04.04.

Date: _____ Date Published: 3/22/77

Mountain-Plains Education & Economic Development Program, Inc.
Glasgow AFB, Montana 59231

LAP TEST: NCR 250 ELECTRONIC CASH REGISTER
Checker Procedures - Food Stamp Sale
Bottle Deposits, Bottle Refunds, and Vendor Coupons

27.05.04.03.

1. When indexing merchandise that is not a food stamp item, what key must first be depressed?

   a. Non-Food.
   b. Non-Taxable.
   c. Family Center.
   d. Taxable key.

2. What is the highest amount the food stamp credit key will allow?

   a. $1.00.
   b. 25 cents.
   c. 50 cents.
   d. 49 cents.

3. After a combination sale is finalized, and the cash drawer opens, what appears on the display?

   a. Nothing.
   b. Amount of cash change.
   c. Amount of food stamp change and cash change.
   d. Amount of food stamp change.

4. When a food stamp credit is given the checker must:

   a. Depress Food Stamp Tendered key.
   b. Depress just Food Stamp Credit key.
   c. Index amount of food stamp credit to be given and then depress Food Stamp Credit key.
   d. Depress Food Stamp Tendered key then Food Stamp Credit key.

5. With a food stamp credit system, the credit can be used at:

   a. The store that validates it by their records.
   b. Any store within the city.
   c. At food stamp offices.
   d. Any store.

27.05.04.04.

6. If a customer buys pop and has no empty returns, you first:

   a. Give even exchange.
   b. Record pop and deposit onto Grocery key.
   c. Record bottle deposit amount customer owes.
   d. Record pop onto the Grocery key.

7. If a customer buys pop and does have empty returns, what procedure is followed?

   a. Record pop onto Bottle Deposit key.
   b. Record pop onto Bottle Refund key.
   c. Record pop onto Grocery key, charge for bottles, using Bottle Deposit key, index amount of bottle refund on Bottle Refund key.
   d. Record pop onto Grocery key and give even swap.

8. A vendor coupon is defined as:

   a. Any coupon that a store uses to promote an item within their inventory and the customer must present it to receive the special price.
   b. Any coupon that is cut out of magazines and/or newspapers that the store is reimbursed for.
   c. Any item aevertised.
   d. Any coupon that any store has in their newspaper ad.

9. A store coupon is defined as:

   a. Any item advertised.
   b. Any coupon that any retail business has in their newspaper ad.
   c. A coupon that retail businesses use to promote an item within their inventory, must be presented to get special price.
   d. Any coupon that is cut out of magazines and/or newspaspers.

10. When ringing up coupons, the checker:

   a. Must subtract each coupon from the total of the purchase.
   b. Must subtract amount of coupon from regular price of the item.
   c. Must record each separately.
   d. May add all coupons together and then ring up.

27.05.04.03.
27.05.04.04.

LAP TEST ANSWER KEY: NCR 250 ELECTRONIC CASH REGISTER
Checker Procedures - Food Stamp Sale
Bottle Deposits, Bottle Refunds, and Vendor Coupons

1. a
2. d
3. c
4. c
5. a
6. d
7. c
8. b
9. c
10. c

File Code: 27.05.04.05.

Date Published: 3/22/77

Mountain-Plains Education & Economic Development Program, Inc.
Glasgow AFB, Montana 59231

Learning Activity Package

Student: _____

Date: _____

PERFORMANCE ACTIVITY: ERROR CORRECT AND VOID TRANSACTION

OBJECTIVE:

Develop accuracy in handling error corrections and void transactions.

EVALUATION PROCEDURE:

80% accuracy on written tests.

RESOURCES:

250 Electronic Food Store System booklet.
NCR 250 Electronic Cash Register manual.
Void sheet.
Checker Cashier, Edison & Mills, 1969.

PROCEDURE:

1. Obtain copy of booklet. Read Page 4, Voids.
2. Obtain copy of manual. Read Page 6.
3. Approach NCR 250.
4. Practice complete transaction for an error correct using attached sheets.
5. Follow through the void transaction using the same sheets attached.
6. Obtain copy of Checker Cashier. Practice the indexing of tapes 15 through 20 on Page 70. If you make any mistakes or ring in wrong department, apply the steps for an error correct or void transaction.
7. If successfully completed, write LAP number, title and name. Hand in tape.

KEY POINTS:

Student must sign in before indexing amount on cash register. The student may use 123A or 33B. This is done by:

1. Turning on On/Off key.
2. Indexing number and then letter.
3. Student is then prepared for ringing up merchandise.

Principal Author(s): B. Egan

PRACTICE SHEET

Use Ten Key method for all amounts to be indexed.

Index $2.59 in Grocery.
Index $1.59 in Meat.
Index $.69 in Bakery.
Index $.99 in Dairy.
Error: Index $3.69 in Grocery. (This is an error.)

A. Place void sheet on printing table.
B. Depress Error Correct key.
C. Index correct amount of $3.19 Grocery, and hit Total and Cash Tendered.

Note: The Error Correct key is used only if you can see your mistake on the indication.

Index $4.99 in Grocery.
Index Family Center, Department 15, $11.99 Family Center.
Index $.19 in Grocery.
Index $1.99 in Meat.
Error: Index $21.88 in Meat. (This is an error.)

A. Place void sheet on printing table.
B. Depress Error Correct key.
C. Index correct amount of $1.88 in Meat, and hit Total and Cash Tendered.

Error correct is complete.

File Code: 27.05.04.06.

Date Published: 3/22/77

Mountain-Plains Education & Economic Development Program, Inc.
Glasgow AFB, Montana 59231

Learning Activity Package

Student: _____

Date: _____

PERFORMANCE ACTIVITY: MERCHANDISE RETURN

OBJECTIVE:

Develop accuracy in handling merchandise returns.

EVALUATION PROCEDURE:

80% accuracy on written tests.

RESOURCES:

250 Electronic Food Store System booklet.
NCR 250 Electronic Cash Register manual.
Checker Cashier, Edison & Mills, 1969.

PROCEDURE:

1. Obtain copy of booklet. Read Page 5, Merchandise Refund.
2. Obtain copy of manual and Checker Cashier. Read Page 8 in manual.
3. Practice with another student the procedures for each merchandise return transaction.
4. Complete the tapes on Pages 91, 92, 93 and 94 in Checker Cashier.
5. If successfully completed, write LAP number, title and name. Hand in tapes.

KEY POINTS:

The tax is automatically computed. Be sure to hit Non-Taxable when ringing up merchandise not taxed.
Student must sign in before indexing amount on cash register. The student may use 123A or 33B. This is done by:

1. Turning on On/Off key.
2. Indexing number and then letter.
3. Student is then prepared for ringing up merchandise.

Principal Author(s): B. Egan

File Code: 27.05.04.07.

Date Published: 3/22/77

Mountain-Plains Education & Economic Development Program, Inc.
Glasgow AFB, Montana 59231

Learning Activity Package

Student: _____

Date: _____

PERFORMANCE ACTIVITY: REPEAT, QUANTITY AND SPLIT PACKAGE PRICING

OBJECTIVE:

Develop accuracy when handling a repeat transaction, quantity transaction and split package pricing.

EVALUATION PROCEDURE:

80% accuracy on written tests.

RESOURCES:

NCR 250 Electronic Cash Register manual.
Checker Cashier, Edison & Mills, 1969.
250 Electronic Store System booklet.

PROCEDURE:

1. Obtain copy of booklet. Read Page 5, Quantity Key, and Page 6, Split Package Pricing.
2. Obtain copy of manual. Read Pages 10 and 11.
3. Approach cash register and practice each transaction.
4. Obtain copy of Checker Cashier.
5. Complete Project 19 on Pages 109, 110, 111 and 112.
6. Compute each transaction using correct department and/or repeat, quantity and split package pricing.
7. Complete Project 21 on Pages 117, 118, 119 and 120.
8. If successfully completed, write LAP number, title and name on tapes. Hand in tapes.
9. Take combined LAP test.
10. Ask instructor for unit test and schedule 250 ECR performance test.

KEY POINTS:

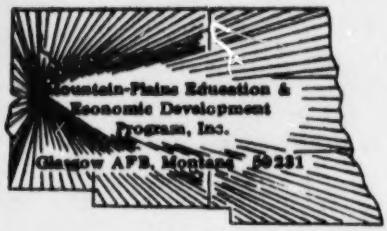
Student must sign in before indexing amount on cash register. The student may use 123A or 33B. This is done by:

1. Turning on On/Off key.
2. Indexing number and then letter.
3. Student is then prepared for ringing up merchandise.

Principal Author(s): B. Egan

Student: _____ File Code: 27.05.04.05. 27.05.04.06. 27.05.04.07.

Date: _____ Date Published: 3/22/77



LAP TEST: NCR 250 ELECTRONIC CASH REGISTER
Error Correct and Void Transaction
Merchandise Return
Repeat, Quantity and Split Package Pricing

27.05.04.05.

1. The Error Correct key is used:

   a. Only when the amount is incorrect.
   b. If you can see your mistake on the indication.
   c. If you cannot see your mistake on the indication.
   d. Whenever you make a mistake.

2. When an error is made on the NCR 250 and you see it immediately, what is the first step a checker is required to do?

   a. Depress Void key.
   b. Depress Error Correct key.
   c. Place void sheet on printing table.
   d. Immediately explain to your customer what you are about to do.

3. When an error has been made on the NCR 250 and you see it immediately, what is the second step done?

   a. Place void sheet on printing table and depress Error Correct key.
   b. Add or subtract amount underrung or overrung and depress Error Correct key.
   c. Place void sheet on printing table and depress Void key.
   d. Depress Error Correct key and Void key — then index correct amount.

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4. When a merchandise refund is made, what is the checker required to do?

   a. No refunds are accepted.
   b. Hit No Sale key, fill out form and have customer sign form.
   c. Index return into the department from which product was purchased.
   d. Just give a credit slip.

5. If a refund is being made and the customer wants his money back, what is the first step a checker does?

   a. Index Merchandise Return key.
   b. Hit Cash key.
   c. Index on ten key amount of merchandise returned.
   d. Depress Total key.

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6. What is the difference between a merchandise return within a transaction and a return outside of a transaction?

   a. The customer is purchasing other items and getting a credit to his/her purchase.
   b. The customer is purchasing other merchandise and the amount is subtracted from the price of the new item purchased.
   c. A merchandise return is always considered a separate transaction.
   d. The customer is receiving cash back for merchandise previously bought.

7. When giving a merchandise return, a checker depresses which key to open drawer?

   a. Total key.
   b. Credit Tendered key.
   c. Cash Tendered key.
   d. Merchandise Return key.

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8. The Repeat key is used for:

   a. Three items or less of same price and same department.
   b. Four items or less of same price and same department.
   c. Five items or less of same price and same department.
   d. Two items or less of same price and same department.

9. The Quantity key is used for:

   a. Five items or more of different prices and from the same department.
   b. Three items of the same price and from different departments.
   c. Two items.
   d. Four items or more of the same price and from the same department.

10. What is the first key a checker will depress when a customer wishes to purchase three items that are priced four for $1.29?

    a. Number of items customer wishes to purchase.
    b. Sale price quantity.
    c. Quantity key.
    d. 4 key and department key.

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LAP TEST: NCR ELECTRONIC CASH REGISTER
Error Correct and Void Transaction
Merchandise Return
Repeat, Quantity and Split Package Pricing

1. b
2. d
3. a
4. c
5. c
6. a
7. c
8. a
9. d
10. a

Student: _____ File Code: 27.05.04.00

Date: _____ Date Published: 10-8-79

Family Education Program

Family Pay Number: _____ Sex: M F (circle 1)

UNIT PERFORMANCE TEST: NCR Electronic 250

OBJECTIVE 1:

Prepare cash register for beginning the day.

OBJECTIVE 2:

Prepare check stand for business.

OBJECTIVE 3:

Complete 10 different sales transactions.

OBJECTIVE 4:

Prepare cash register for ending the day.

OBJECTIVE 5:

Choose the recommended procedures for a given problem.

TASK:

The student will be asked to change the receipt tape, detail audit tape, and date. He will count change fund of $100. He must complete 10 transactions using correct procedures.

ASSIGNMENT:

CONDITIONS:

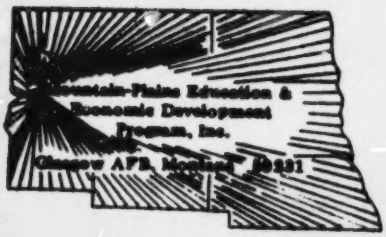
The student may not use any references. He may not receive any help from the instructor or other students. He must use only those resources provided and the test must be completed in 30 minutes.

RESOURCES:

Cash Register
Receipt Tqpe
Check Endorser
Play Money
Detail Audit Tape
Charge Slip and Machine
Overcharge Slip
Refund Slip
Layaway Slip

Student: _____ File Code: 27.05.04.00

Date: _____ Date Published: 10-8-79



PERFORMANCE CHECKLIST: NCR ELECTRONIC 250

OVERALL PERFORMANCE: Satisfactory_____ Unsatisfactory_____

	CRITERION Met	Not Met
Objective 1:		
1. Load receipt.		
2. Load detail audit tape.		
3. Count charge fund, leaving $100.		
4. Change date for correct day.		
Criterion: Conformance to instructor criterion key.		
Objective 2:		
5. Clean off checkout stand.		
6. Post ads.		
Criterion: Conformance to instructor criterion key.		
Objective 3:		
7. Complete a charge sale.		
8. Complete a food stamp sale.		
9. Complete a refund.		
10. Complete a sales transaction with a personal check.		

(Checklist continued)

	CRITERION Met	Not Met
11. Complete a Bottle Deposit.		
12. Complete a Void.		
13. Complete an Error Correct.		
14. Complete a Group.		
15. Complete a Repeat.		
16. Complete a Quantity.		
Criterion: Conformance with instructor criterion key.		
Objective 4:		
17. Count $100 in change fund.		
18. Set date for following day.		
19. Reset cash register totals.		
Criterion: Conformance with instructor criterion key.		
Objective 5:		
20. Select proper size receipt tape and audit tape.		
21. Select proper forms for completing each transaction.		
Criterion: Conformance with instructor criterion key.		
Objective 6:		
22. Complete test in 30 minutes.		
Criterion: Test finished in time allotted.		
The student must satisfactorily complete 17/21 line items to receive an overall score of satisfactory.		